STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
AREA MANAGEMENT EVALUATION
FLEET MANAGEMENT

	FILE COPY	HAPTER 6 9-24-08
AREA	DIVISION	NUMBER
Bakersfield	Central	
EVALUATED BY		DATE
D. Clotworthy, S	gt	09/16/2008

CHP 453F (Rev. 6-06) OPI 009

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION		SUSPENSE DATE	sirea.		
	mal Evaluation				
FOLLOW-UP REQUIRED	☐ Correction Report	COMMANDER'S REVIEW THE	9/22/03	DATE	
☑ Yes ☐ No	BY	Ct.D.A. Rine F	Glzzlog ELCATBM.SMITH	9/23/	08
1. AREA ADMINISTRATION		EVALUATED	ACTION REQUIRED	CORRECTED	)
a. Is there a clear line of superv	ision and accountability for the Ar		<u> </u>	✓ Yes	□No
(1) Is the Area commander i	nvolved and informed?			✓ Yes	□No
(a) Does he/she monito	r invoices?			✓ Yes	□No
(2) Who is authorized to app	rove invoices? Lead AT, ATII	; Area Commander for co	ntracts/requisitions	19.51(0)	
b. What is the background expe	rience of the Automotive Technic	ian (AT)? Lead AT - 17	years as a brake and from	nt end mec	hanic/worked
at Davey's Tire in Bakersfiel	d.				
(1) Are sufficient instructions	and training provided?			✓ Yes	□No
(2) Is he/she a qualified med	hanic at journey person level?			✓ Yes	□No
(3) Does he/she attend traini	ng on new model vehicles?			✓ Yes	□No
(4) Does the AT have good r	apport with Area personnel and v	vendors?		✓ Yes	□No
(5) Does the AT ensure vehic	cles are available at shift change'	?		✓ Yes	□No
(6) Does the AT periodically	attend staff meetings?			✓ Yes	□No
(7) Does the AT have ideas/s	suggestions for improving the pro	gram?		✓ Yes	□No
c. How much maintenance work	is being done by the AT? 70% is	n-house; unable to work o	n trucks or vans; lift cap	ability onl	ly 7000
pounds.	y				
(1) Is he/she qualified to perfe	orm maintenance and minor repa	iirs?		✓ Yes	□No
(a) If these duties are no	t being performed, why not?				
			=======================================		
d. What other duties or responsit	pilities are placed on the AT? R	ecords, permits, fuel islan	d maintenance		
					-
. VEHICLE USE		EVALUATED X	ACTION REQUIRED	CORRECTED	)
a. How many "E" Class vehicles	are assigned to the Area? 42			L	

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	(1) Is there an unmarked patrol vehicle assigned for the	he commander?		Yes	□No
	(2) If the number of vehicles assigned is in excess of t	the formula, what justification	has been made? N/A		
b.	Are there procedures in place to ensure there are suffice	cient vehicles available at the	beginning of each shift?	✓ Yes	□No
	(1) Are officers allowed to perform minor corrections in	n order to keep the vehicles o	on the road?	☐ Yes	☑ No
	(a) Is there a supply of tools and minor equipment	t available?		☐ Yes	☑ No
C.	What is the justification for any vehicle kept at employe	es homes after duty hours?	STD 377 on file - Home	Storage of St	ate Vehicles
	Who does the commander allow to ride in vehicles? N		adet applicants, Sworn pea	ice officers (a	approval)
	(1) Do supervisors use the CHP 428, Release and Wa			✓ Yes	□No
	(a) Is the CHP 428 kept for the appropriate period			✓ Yes	□No
. SEF	RVICE ARRANGEMENTS	X	ACTION REQUIRED	CORRECTE	)
a. \	What vendors are being used for servicing or repairing	vehicles? Yes - list attache	d.		
(	(1) Are they authorized dealers?			✓ Yes	□No
	<ul><li>(1) Are they authorized dealers?</li><li>(2) What process was used in selecting a service vend</li></ul>	lor? Sacramento notified.	Rep sent to Area from Sac		
		for? Sacramento notified.	Rep sent to Area from Sac		
(	(2) What process was used in selecting a service vend		Rep sent to Area from Sac		
(	(2) What process was used in selecting a service vend vendor with Lead AT.		Rep sent to Area from Sac		
(;	<ul><li>(2) What process was used in selecting a service vend vendor with Lead AT.</li><li>(3) What are the hourly rates being charged? \$65-\$75</li></ul>		Rep sent to Area from Sac	eramento for	evaluation of
((	<ul><li>(2) What process was used in selecting a service vend vendor with Lead AT.</li><li>(3) What are the hourly rates being charged? \$65-\$75</li><li>(a) Are discounts given on parts?</li></ul>	rive vendors?		☑ Yes ☑ Yes	evaluation of ☐ No ☐ No
(4	<ul> <li>(2) What process was used in selecting a service vend vendor with Lead AT.</li> <li>(3) What are the hourly rates being charged? \$65-\$75 <ul> <li>(a) Are discounts given on parts?</li> </ul> </li> <li>(4) Has the command shopped for the most cost effect</li> <li>(5) Does the Area constantly change vendors, or work long-term relationships?</li> </ul>	ive vendors? out problems in order to mai	ntain good	✓ Yes ✓ Yes	evaluation of  No No
(5)	<ul> <li>(2) What process was used in selecting a service vend vendor with Lead AT.</li> <li>(3) What are the hourly rates being charged? \$65-\$75 <ul> <li>(a) Are discounts given on parts?</li> </ul> </li> <li>(4) Has the command shopped for the most cost effect</li> <li>(5) Does the Area constantly change vendors, or work long-term relationships?</li> <li>(6) Does the AT adhere to policy in HPM 11.2, Material</li> </ul>	ive vendors? out problems in order to mai ls Management Manual, whe	ntain good en making purchases?	✓ Yes ✓ Yes ✓ Yes ✓ Yes	evaluation of  ☐ No ☐ No ☑ No ☑ No
(4 (5 (6 b. If	<ul> <li>(2) What process was used in selecting a service vend vendor with Lead AT.</li> <li>(3) What are the hourly rates being charged? \$65-\$75 <ul> <li>(a) Are discounts given on parts?</li> </ul> </li> <li>(4) Has the command shopped for the most cost effect</li> <li>(5) Does the Area constantly change vendors, or work long-term relationships?</li> </ul>	ive vendors? out problems in order to mai Is Management Manual, whe erimented with weekend mai	ntain good en making purchases?	✓ Yes ✓ Yes	evaluation of  No No
(4 (5 (6 b. If	<ul> <li>(2) What process was used in selecting a service vend vendor with Lead AT.</li> <li>(3) What are the hourly rates being charged? \$65-\$75 <ul> <li>(a) Are discounts given on parts?</li> </ul> </li> <li>(4) Has the command shopped for the most cost effect</li> <li>(5) Does the Area constantly change vendors, or work long-term relationships?</li> <li>(6) Does the AT adhere to policy in HPM 11.2, Material If vehicle availability has been a problem, has Area expense.</li> </ul>	ive vendors? out problems in order to mai Is Management Manual, whe erimented with weekend mai	ntain good en making purchases?	✓ Yes ✓ Yes ✓ Yes ✓ Yes	evaluation of  ☐ No ☐ No ☑ No ☑ No
(4 (5 (6 b. If	<ul> <li>(2) What process was used in selecting a service vend vendor with Lead AT.</li> <li>(3) What are the hourly rates being charged? \$65-\$75 <ul> <li>(a) Are discounts given on parts?</li> </ul> </li> <li>(4) Has the command shopped for the most cost effect</li> <li>(5) Does the Area constantly change vendors, or work long-term relationships?</li> <li>(6) Does the AT adhere to policy in HPM 11.2, Material If vehicle availability has been a problem, has Area expendit</li> <li>(1) What percentage of the fleet is needed on weekend</li> </ul>	vive vendors?  out problems in order to main lis Management Manual, where the main lis is a simple of the main list is a simple of the main	ntain good en making purchases?	✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes	No No No No No
(4 (5 (6 b. If	vendor with Lead AT.  (3) What are the hourly rates being charged? \$65-\$75  (a) Are discounts given on parts?  (4) Has the command shopped for the most cost effect  (5) Does the Area constantly change vendors, or work long-term relationships?  (6) Does the AT adhere to policy in HPM 11.2, Material of the ventor of the ventor of the problem, has Area expensions.  (1) What percentage of the fleet is needed on weekend Area there shortages of vehicles on Mondays?	out problems in order to mains an argument Manual, where the mains argument Manual argumented with weekend mains argumented with weekend with weekend mains argumented with weekend with a	ntain good en making purchases?	✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes	□ No □ No □ No □ No □ No □ No
((c) (c) (d) (d) (d) (d) (d) (d) (d) (d) (d) (d	vendor with Lead AT.  (3) What are the hourly rates being charged? \$65-\$75  (a) Are discounts given on parts?  (4) Has the command shopped for the most cost effect  (5) Does the Area constantly change vendors, or work long-term relationships?  (6) Does the AT adhere to policy in HPM 11.2, Material of vehicle availability has been a problem, has Area expension.  (1) What percentage of the fleet is needed on weekend  (2) Are there shortages of vehicles on Mondays?  3) If more than one AT, are their hours/days scheduled	ive vendors? out problems in order to mai Is Management Manual, whe erimented with weekend mai Is? 65% If most effectively? periods?	ntain good en making purchases?	✓ Yes	No No No No No
((c. A)	vendor with Lead AT.  (3) What are the hourly rates being charged? \$65-\$75  (a) Are discounts given on parts?  (4) Has the command shopped for the most cost effect  (5) Does the Area constantly change vendors, or work long-term relationships?  (6) Does the AT adhere to policy in HPM 11.2, Material of the vehicle availability has been a problem, has Area expension.  (1) What percentage of the fleet is needed on weekend  (2) Are there shortages of vehicles on Mondays?  (3) If more than one AT, are their hours/days scheduled are provisions adequate to ensure regular washing of vertical schedules.	ive vendors? out problems in order to mai Is Management Manual, whe erimented with weekend mai Is? 65% If most effectively? periods?	ntain good en making purchases? ntenance?	✓ Yes	No No No No No No No No

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	(1) I	s FO	S provided 30-45 days advance notice?			☑ Yes	□No
					1.00		
c.	How	does	the Area project run outs? Projection faxed to Sacramen	ito			
		(a)	f so, how does it effect mileage averaging? Vehicle assig	ned to an officer on e	ach shift.		
	(3)	Does	s the Area have a "personalized vehicle assignment" program	m?		✓ Yes	□No
	(2)	Does	s the AT understand what is required?			✓ Yes	□No
	(1)	Do fi	eld supervisors and officers understand their responsibility i	in vehicle assignment	s?	✓ Yes	□No
	. 101	. u.c	adjustments to mileage accomplished? Vehicles are rotate	ed around with some	being moved to the Gra	pevine IF	
	How					Yes	□ No
	(2)		ere an appropriate spread of odometer readings so that veh  If not, can adjustments be made to accomplish this?	nicles are run out at re	gular intervals?	✓ Yes	□ No
=:=	_		vehicles run out in the same order they are received?	dalar are in the second		Yes	☑ No
a.		_	ea have a system to ensure equitable mileage accumulation	on all vehicles?		☑ Yes	□No
			X				
4. M	IILEA	-			ACTION REQUIRED	✓ Yes	□ No
			Is there a system in place to check vehicles for defects afte		)	□ Vaa	
		(d)	How long are records kept? 3 years plus current - then pur	road		☑ Yes	□ No
		(c)	Is this system effective?	been done?		✓ Yes	□ No
		(b)	Who determines when a vehicle is safe after repair or check.  Does he/she sign off the report form and indicate what has		AT or ATH		
		(2)			OITION IMMEDIATED	<b>Y</b>	···
_	(1)	44(1			ehicle can deem it unsal		OULLED TO
-	<del>-i</del>		safe to drive).				
0				ed next to key board. F	ked/yellow tags used to	identify le	evel of defect
-	(6)		here any other program that can be of assistance in washing	g cars?		Yes	☑ No
	(5)		es the Area have a maintenance worker or janitor wash cars			Yes	☑ No
-	(4)		e vehicles being excessively washed or detailed?			Yes	☑ No
	(3)		here more than one car wash facility available?			✓ Yes	□No
			Is excessive officer time used to wash vehicles?			Yes	☑ No
	(2)		the Area's vehicle washing procedure practical and economic	cal?		✓ Yes	□No

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(2) What has been the condition of vehicles returned	d to FOS? All vehicles a	re repaired to excellent condit	ion, including	new tires.
(3) Are the right equipment options completed?			✓ Yes	ПNо
5. AUTOMOTIVE WORK AREA/EQUIPMENT	EVALUATED	ACTION REQUIRED	CORRECTE	
	X			
a. Is there adequate space and comfort in the AT office		-1	☐ Yes	☑ No
(1) Is the office arranged neatly, and are all bulletins			✓ Yes	□ No
(2) Does the AT maintain a service and flat rate man	nual? 		✓ Yes	□ No
b. Is the space for working on vehicles adequate?			☐ Yes	☑ No
(1) Is it clean and organized?			✓ Yes	□No
c. Does the AT have the supply of tools listed in HPM 31	1.1, Fleet Operations Man	ual, Chapter 6?	✓ Yes	□No
(1) Is there an inventory?			✓ Yes	□No
(a) When was it last checked?	Signature Company			□No
(2) Are the tools located where they can be easily ac	cessed by the AT when w	orking on vehicles?	Yes	□No
(a) Are they clean and properly maintained?			✓ Yes	□No
(b) Is there security for the tools when the AT is	not present?		✓ Yes	□No
(c) Who has access to the tools?				□No
d. Does the AT have the equipment necessary to perform	n all required tasks?		✓ Yes	□No
(1) If not, has it been budgeted for and/or ordered?			☐ Yes	☑ No
e. Is the equipment neat, clean and in good repair?				□No
(1) Have replacements been planned and budgeted f	or?		✓ Yes	□No
f. Are there additional tools or items of equipment needed	d?		✓ Yes	□No
(1) Could the AT be more effective if they were availa	ble?		✓ Yes	□No
(2) Can they and/or have they been requisitioned or re	equested?		☐ Yes	☑ No
. TIRES, PARTS AND SUPPLIES	EVALUATED X	ACTION REQUIRED	CORRECTED	
a. Is the space provided for parts and supplies adequate?	?	1-11-11-11-11-11-11-11-11-11-11-11-11-1	Yes	☑ No
(1) If not, can more space be provided?			✓ Yes	□No
(2) Is the space neatly and logically organized?			✓ Yes	□No
(3) Is there adequate security?		0	☑ Yes	□No
(4) Who has access to the parts/supplies? Lead AT	, AT11, sergeants			
(5) Are batteries stored in a dry location, off the cemer	nt floor?			
			☑ Yes	□ No
b. Are automotive parts and supplies inventoried and main	ntained in Fleet Focus (FI	-) as required?	Yes	□No

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c. Are	reasonable numbers of parts/supplies stocked?		✓ Yes	□No	
(1)	(1) Are there obsolete parts on hand?			☑No	
d. Doe	d. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation?				
e. Are	adequate records maintained for tires, and are all tires acco	ounted for?	✓ Yes	□No	
(1)	(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section?				
(2)	Are proper guidelines in place for record keeping?		✓ Yes	□No	
	(a) Are records reviewed by management?		✓ Yes	□No	
(3)	Are tires properly safeguarded from theft or misuse?		✓ Yes	□No	
	(a) How are tires stored? Locked up and chained.				
(4)	Is access to the tires restricted to the AT and his/her assista	ant or backup?	✓ Yes	□No	
(5)	Does Area provide motorcycle vendors with a stock of tires?	2 (8)	☐ Yes	☑ No	
(6) [	Does it appear tires are being replaced prematurely?		☐Yes	☑ No	
	Are adequate records maintained for used tires?		✓ Yes	□No	
	(a) Is the disposition of used tires within policy?			□No	
f. How a	are old tires/batteries disposed of? Batteries: Picked up b	by vendor when new are dropped off. Tires: Puro	chased by S	Scrap Tire	
	pany of Ballico, CA for one cent per tire.				
	s the Sale of Discarded Tires/Junk Batteries/Used Rotors (		✓ Yes	□No	
	Are either tires or batteries being traded to offset installation		☐ Yes	☑ No	
	are the provisions of any tire or battery disposal contract bei	ing met?	✓ Yes	□No	
	laterial Safety Data Sheets (MSDS) posted as required?		✓ Yes	□No	
	re all containers (other that the original) containing hazardo		✓ Yes	□No	
	ne quarterly count of parts, tires, accessories and supplies	been conducted?	✓ Yes	□No	
(1) W	ho conducted the count? Sgt. Layne Logan - March 200	8			
, FUEL DIS	PENSING FACILITY	EVALUATED ACTION REQUIRED X	CORRECTED		
a. Norma comma	ally, is all fuel used by departmental personnel dispensed the and location?	nrough the fuel facility at the	✓ Yes	□No	
(1) W	hat procedures have been established for purchasing fuel	from service stations in emergencies? 33 book	credit care	d.	
(a)	ls self-service or full-service used? Self				

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(2) Is there a written policy, and is it complied with?	✓ Yes	□No
b. Is the fuel island clean and neat?	✓ Yes	□No
(1) Does it need repair or painting?	Yes	☑ No
(2) Are fuel, water and air hoses in good repair?	✓ Yes	□No
(3) Is the break-away coupler installed?	✓ Yes	□No
(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	✓ Yes	□No
(5) Is there a clean oil storage rack?	✓ Yes	□No
(6) Is the lighting adequate?	✓ Yes	□No
(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	✓ Yes	□No
(8) Have problems been reported to Facilities Section?	✓ Yes	□No
c. Is there an adequate amount of supplies available to officers?	✓ Yes	□No
d. Who fuels the vehicles? Employee driving the vehicle		
(1) Are fluids and tires checked during fueling?	✓ Yes	□No
e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	☑ Yes	□No
(1) Are pump meters and the storage tank properly safeguarded?	✓ Yes	□No
(2) Who has access to the keys to lock the meters and the storage tank? Lead AT, AT11		
(3) Is gasoline measured before and after deliveries?	✓ Yes	□No
f. What method is used to log fuel and oil used in individual vehicles? Daily fuel log		
		×
(1) Are records maintained as required?	✓ Yes	□No
(2) What is done to reconcile differences of more than 2-3 gallons daily? Purchase information provided to the	e Area Cor	nmander
g. Does the physical inventory reasonably balance with the metered inventory each month?	✓ Yes	□No
(1) When was the pump meter last checked for accuracy? Automatic system - meter in AT office.		
h. Is there a contract for fuel?	✓ Yes	□No
(1) How often is the fuel supply replenished? Every 4 weeks.		
(2) At what level is it refilled? 8,000 gallons.		
i. How does the Area secure the fuel pumps when they are not in use? Not secured. Pumps are used constantly.		
(1) Is the system adequate?	✓ Yes	□No
(2) Is it utilized by all personnel?	✓ Yes	□No

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8. SAFETY	EVALUATED X	ACTION REQUIRED	CORRECTE	0
a. Does the Area conduct an inspection of the facility twice	each year to detect safety	hazards?	✓ Yes	□No
(1) Are the AT's work areas inspected?			✓ Yes	□No
b. Are there possible unsafe conditions within the AT's work	areas?		✓ Yes	□No
(1) Is the shop floor clean and free of any spills?			✓ Yes	□No
(2) Are electrical cords or hoses posing a hazard?			☐Yes	☑No
(3) Are fire extinguishers charged, inspected and of the	proper type?		✓ Yes	□No
(4) Are any batteries leaking or stored improperly?			☐ Yes	☑ No
(5) Are there loose items on the floor?			☐ Yes	✓ No
(6) Is the bench grinder firmly affixed, and are there safe	ty glasses available?		✓ Yes	□No
(a) Are they worn by the AT?			✓ Yes	□No
(7) Is the battery charger in a safe place?			✓ Yes	□No
(8) Are masks available for AT's to wear when servicing I	orakes?		✓ Yes	□No
(a) If yes, are they wom?			✓ Yes	□No
(9) Are jack stands properly utilized?			✓ Yes	□No
c. What is the Area occupational safety record as it relates to	fleet management? No	preventable injuries in th	ie last 8 years.	
(1) Have any injuries been prevented with an improved sa	afety awareness program	?	✓ Yes	☐ No
). VEHICLE RECORDS AND MAINTENANCE	EVALUATED X	ACTION REQUIRED	CORRECTED	
a. Are fleet records logically filed?			✓ Yes	□No
(1) Are they conveniently located and available to the AT	and supervisor?		✓ Yes	□No
(2) Do files contain all required documents?		Ÿ	✓ Yes	□No
(a) If documents are not in files, where are they locat	ed?			
b. Do the Fleet Focus (FF) documents comply with the instruc	ctions in HPM 31.1, Fleet	Operations Manual?	✓ Yes	□No
(1) Are documents legible and complete?		1979	✓ Yeş	
(2) Who reviews the FF reports? Online - Lt, Captain, HC	Fleet Operations.			—— ×——
(3) How is the information used in Area's fleet administrati	on?			
c. Is the CHP 424 current?				□ No
(1) Does the CHP 424 reveal any unusual repair patterns	or dunlicate services?		✓ Yes	□ No
patterns	or adplicate services?		☐ Yes	☑ No

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(2	) Have required services been done at the proper mileage?			✓ Yes	□No
d. Is	the Area using the most effective and economical method of	repairing/maintaining the	fleet?	✓ Yes	□No
(1) Are hourly rates in line with prevailing rates?				✓ Yes	□No
(2) Does the AT refer to manuals for invoice cost information?			✓ Yes	□No	
(3)	Is work being done by vendors that should be done by the A	\T?		☐ Yes	✓No
(4)	Are there any warranty problems?			☐ Yes	✓No
	(a) If so, are they being resolved?			Yes	□No
(5)	Is the credit card being used in lieu of an invoice?			Yes	 ☑ No
(6)	Does the commander or his/her designee review and/or app	prove invoices?		✓ Yes	 □ No
180	(a) If so, is there a threshold limit, and how is the approval i	ndicated on the invoice?	10 cents per remaining		
	out mileage of 100,000 - Area approval only. Copy of a				
e. Do	invoices indicate parts are being supplied by the CHP?			☑ Yes	□No
(1)	If parts are on invoices, does the vendor give a discount?			Yes	 ☑ No
f. Are	fleet operations bulletins maintained and accessible to the AT	7		Yes	□ No
0. CON	DITION OF THE FLEET	EVALUATED X	ACTION REQUIRED	CORRECTED	
a. Usii	ng a CHP 33E, Vehicle Inspection Checklist, as a guide, are t	1000	Lblems identified?	│ ☐ Yes	☑ No
	Have any unauthorized modifications been made on vehicles			Yes	✓ No
	DRCYCLES	EVALUATED	ACTION REQUIRED	CORRECTED	110
a. Is th	ne Area commander involved and kept informed of motorcycle	X deployment peeds are	shloma eta 2		
	Are the program objectives clearly understood by the comma		bblems, etc.?	✓ Yes	□ No
	Does the Area have an up-to-date SOP relating to motorcycle			☑ Yes	□ No
	motorcycles being deployed in conformance with department		ntions Bulletines	✓ Yes	□ No
T -0	Are motorcycles being used on beats with predominantly high		ations bulletins?	✓ Yes	□ No
	Are motorcycles used for special duty officer transportation?			✓ Yes	□ No
. ,		ad oxforded days aff?		Yes	☑ No
(3)		to extended days oπ?		✓ Yes	☐ No
	Are motorcycles parked at the Area office during vacations at				<u></u>
c. Are f	Fleet Operations Bulletins pertaining to motorcycles filed toge	ther?		✓ Yes	□No
c. Are f		ther?		☑ Yes	□No
c. Are f	Fleet Operations Bulletins pertaining to motorcycles filed toge	ther?		✓ Yes  ✓ Yes	□ No

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(1) Is there a Defensive Rider Program?	Yes	☑ No
(2) Is there a sufficient number of CMTOs?	✓ Yes	□No
(3) What is the Area's safety record? Area went 864,522 miles without a preventable collision or injury until	April 22,	2007. Officer
involved in a solo preventable collision in the rain. Minor injury/motorcycle totaled.		
(a) How does it compare with Division and statewide rates? Excellent		
(4) Does the Area conduct quarterly motorcycle training?	✓ Yes	□No
(a) Are mandatory exercises being conducted?	✓ Yes	□No
(b) Are ride-alongs being conducted on a regular basis and properly documented?	✓ Yes	□No
e. Are emergency radio repairs made at the office or at the radio shop? Radio Shop		
(1) Are the arrangements satisfactory?	✓ Yes	No
(2) Is the repair person proficient?	✓ Yes	□No
(3) Is service available on weekends?	☐ Yes	☑ No
(4) Are motorcycles down for unreasonable amounts of time because of poor service?	Yes	☑ No
(5) Are any motorcycles being operated with radios in a defective condition?	☐Yes	☑ No
(6) Are any repairs being done by riders?	Yes	☑ No
(7) Does the Area swap radios with idle units to reduce down time?	✓ Yes	□No
(a) If so, are radios being returned to the original units or reported to Telecommunications Section?	✓ Yes	□No
g. Is there adequate space to park and/or store motorcycles?	✓ Yes	□No
(1) Is safety compromised?	☐Yes	☑ No
(2) Are units parked near an entrance causing foot traffic to be inhibited?	☐Yes	☑ No
(3) Are preventative measures in place to avoid problems caused by oil drippings?	✓ Yes	□No
(4) Are parked motorcycles susceptible to theft or vandalism?	☐Yes	☑ No
(5) When garaged at home, is the motorcycle in a covered, secured area?	☑ Yes	□No
(a) Has it been inspected and approved?	✓ Yes	□ No
(b) Are records of the approval on file?	✓ Yes	□No
h. Has the motorcycle program supervisor developed a workable procedure for storing and accounting for approved supplies and equipment replacements?	☐ Yes	☑ No
(1) Do equipment and accessory times comply with departmental regulations?	☑ Yes	□ No
(2) Is there ample supply available?	Yes	☑ No
(3) Are spare tires available?	Yes	☑ No
(4) Is a battery charger available?	☑ Yes	□ No

## DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

#### FLEET MANAGEMENT

			Is there security and an accurate inventory kept?	☐ Yes	□No
	į,	Wh	at arrangements have been made for servicing and repairing motorcycles? Valley Cycle and Jim's Motorcyc	le Repair	
		(1)	Is it satisfactory and cost effective?	✓ Yes	□No
_		(2)	Does the maintenance program minimize officer and vehicle down time?	☐ Yes	☑ No
		(3)	How is repair work verified? Motorcycle supervisor reviews all work orders.		
-					
		(4)	Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?	Yes	☑ No
			(a) Is a supervisor's permission required?	☐ Yes	☑ No
			(b) Is there a SOP covering this aspect of motorcycle operation?	✓ Yes	□No
_		(5)	If not ridden, how are motorcycles transported to vendors for repairs? Trailered or manually pushed across	the street	to Valley
_			Cycle		
		(6)	Does the Area have a motorcycle trailer?	☑ Yes	□No
			(a) How often is it used?		
			(b) If one is not available, has Area budgeted for one?	Yes	□No
	j.	Are v	ehicle files logically kept and up-to-date?	✓ Yes	□No
		(1)	Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?	☐Yes	☑ No
		(2)	Does the motorcycle supervisor review all motorcycle invoices?	✓ Yes	□No
		(3)	s service up-do-date?	✓ Yes	□No
	k.	Are o	daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, the chiral monthly inspection by the supervisor, and the CHP 184, the chiral monthly inspection by the supervisor, and the CHP 184,	(7) V	
_			Are mechanical discrepancies recorded with the date noted and date corrected?	☑ Yes	□ No
_	_			✓ Yes	□ No
_	,		Are the forms filed for the life of the motorcycle?	☑ Yes	□ No
_	I.	Utilizi Area	ng the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?	✓ Yes	□No

#### Memorandum

Date:

September 17, 2008

To:

Bakersfield

From:

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

Bakersfield

File No.:

420.10504

Subject:

**CHAPTER 6 INSPECTION** 

The Area Management Evaluation for Fleet Management (Chapter 6) has been completed and is attached. Comments on the evaluation, including corrective measures taken or contemplated, are listed in the CHP 454, Area Management Evaluation Supplement.

D.W. Clotworthy, #10504

Sergeant

### AREA MANAGEMENT EVALUATION FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

AREA	DIVISION	NUMBER
Grapevine Insp. Fac.	Central	6
EVALUATED BY		DATE
S. A. Netzer		09/17/2008

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

Total Total Total Inches	Port of porton, and the cappionion	it out to numerous			
TYPE OF EVALUATION  Formal Evaluation  [	☑ Informal Evaluation	SUSPENSE DATE			
FOLLOW-UP REQUIRED	☐ Correction Report	COMMANDER'S REVIE	EW	DATE	
☐ Yes ☑ No	BY	S. A. Netzer		09/17/20	800
1. AREA ADMINISTRATIO	N	EVALUATED X	ACTION REQUIRED	CORRECTE	D
a. Is there a clear line of	f supervision and accountability for the		nent?	☐ Yes	□No
(1) Is the Area comm	nander involved and informed?			☐ Yes	□No
(a) Does he/she	monitor invoices?			☐ Yes	□No
(2) Who is authorized	d to approve invoices?				
b. What is the backgrour	nd experience of the Automotive Tech	nician (AT)? N/A At	assigned to 420.		15
(1) Are sufficient instr	ructions and training provided?			☐Yes	□No
(2) Is he/she a qualific	ed mechanic at journey person level?			☐ Yes	□No
(3) Does he/she atter	nd training on new model vehicles?			☐ Yes	□No
(4) Does the AT have	good rapport with Area personnel an	d vendors?	=	☐ Yes	□N∘
(5) Does the AT ensu	re vehicles are available at shift chan	ge?		☐ Yes	□No
(6) Does the AT perio	odically attend staff meetings?			☐Yes	□No
(7) Does the AT have	ideas/suggestions for improving the p	program?		☐ Yes	□No
c. How much maintenanc	ce work is being done by the AT?				
(1) Is he/she qualified	to perform maintenance and minor re	epairs?		☐ Yes	□No
(a) If these duties	are not being performed, why not?				
d. What other duties or re	sponsibilities are placed on the AT?				
VEHICLE USE		EVALUATED	ACTION REQUIRED	CORRECTED	>
	ehicles are assigned to the Area? 3				

### DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

#### **FLEET MANAGEMENT**

1 11 11 11 11 11 11 11 11 11 11 11 11 1		
(1) Is there an unmarked patrol vehicle assigned for the commander?	✓ Yes	□No
(2) If the number of vehicles assigned is in excess of the formula, what justification has been made?		
b. Are there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift?	☐ Yes	□No
(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road?	✓ Yes	□No
(a) Is there a supply of tools and minor equipment available?	☐ Yes	☑ No
c. What is the justification for any vehicle kept at employees homes after duty hours?		
d. Who does the commander allow to ride in vehicles? Departmental employees.		
(1) Do supervisors use the CHP 428, Release and Waiver of Liability?	✓ Yes	□No
(a) Is the CHP 428 kept for the appropriate period of time?	✓ Yes	□No
3. SERVICE ARRANGEMENTS  EVALUATED X	CORRECTED	0
What vendors are being used for servicing or repairing vehicles?	L	
(1) Are they authorized dealers?	☐ Yes	□No
(2) What process was used in selecting a service vendor?		
(3) What are the hourly rates being charged?		
(a) Are discounts given on parts?	☐ Yes	□No
(4) Has the command shopped for the most cost effective vendors?	☐ Yes	□No
(5) Does the Area constantly change vendors, or work out problems in order to maintain good		
long-term relationships?	Yes	□ No
(6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases?	☐ Yes	□No
b. If vehicle availability has been a problem, has Area experimented with weekend maintenance?	☐ Yes	□No
(1) What percentage of the fleet is needed on weekends?		
(2) Are there shortages of vehicles on Mondays?	☐ Yes	□ No
(3) If more than one AT, are their hours/days scheduled most effectively?	Yes	□ No
(a) Is overtime needed for maximum enforcement periods?	☐ Yes	□ No
c. Are provisions adequate to ensure regular washing of vehicles?	☐ Yes	□No
(1) How are interiors cleaned?		

#### AREA MANAGEMENT EVALUATION

#### FLEET MANAGEMENT

(2) Is the Area's vehicle washing procedure practical ar	nd economical?		☐ Yes	□No
(a) Is excessive officer time used to wash vehicles	?		☐ Yes	□No
(3) Is there more than one car wash facility available?			☐ Yes	□No
(4) Are vehicles being excessively washed or detailed?			☐ Yes	□No
(5) Does the Area have a maintenance worker or janito	r wash cars?		☐ Yes	□No
(6) Is there any other program that can be of assistance	e in washing cars?		☐ Yes	□No
d. How do officers report defective equipment?				
(1) Who is authorized to declare a vehicle unsafe for pa	trol?		imier	
(a) Who determines when a vehicle is safe after rep	pair or checking of defect	s?		-
(b) Does he/she sign off the report form and indicate	e what has been done?		Yes	□No
(c) Is this system effective?			Yes	□No
(d) How long are records kept?				
(e) Is there a system in place to check vehicles for	defects after high speed p	pursuits?	Yes	□No
MILEAGE MANAGEMENT	EVALUATED	ACTION REQUIRED	CORRECTE	)
a. Does Area have a system to ensure equitable mileage ac	ccumulation on all vehicle	es?	☐Yes	□No
(1) Are vehicles run out in the same order they are recei	ived?		☐ Yes	□No
(2) Is there an appropriate spread of odometer readings	so that vehicles are run	out at regular intervals?	☐ Yes	□No
(a) If not, can adjustments be made to accomplish t	his?		☐ Yes	□No
b. How are adjustments to mileage accomplished?				
(1) Do field supervisors and officers understand their res	sponsibility in vehicle assi	ignments?	☐ Yes	□No
(2) Does the AT understand what is required?			☐ Yes	□No
(3) Does the Area have a "personalized vehicle assignm	ent" program?		☐ Yes	□No
(a) If so, how does it effect mileage averaging?				
**************************************				
c. How does the Area project run outs?				

### AREA MANAGEMENT EVALUATION

#### **FLEET MANAGEMENT**

CHF 433F (Rev. 6-00) OPI 009				
(2) What has been the condition of vehicles returned to FOS	?			
(3) Are the right equipment options completed?			☐ Yes	□No
5. AUTOMOTIVE WORK AREA/EQUIPMENT	EVALUATED X	ACTION REQUIRED	CORRECTE	D
a. Is there adequate space and comfort in the AT office?	4.0		☐ Yes	□No
(1) Is the office arranged neatly, and are all bulletins and man	nuals current?		☐ Yes	□ No
(2) Does the AT maintain a service and flat rate manual?			☐ Yes	□No
b. Is the space for working on vehicles adequate?	1.0-1119		☐ Yes	□No
(1) Is it clean and organized?			☐ Yes	□No
c. Does the AT have the supply of tools listed in HPM 31.1, Fleet	t Operations Manual, Cl	hapter 6?	☐ Yeş	□No
(1) Is there an inventory?			☐ Yes	□ No
(a) When was it last checked?			☐ Yes	□No
(2) Are the tools located where they can be easily accessed by	by the AT when working	on vehicles?	☐ Yes	□No
(a) Are they clean and properly maintained?	501 - 500 - 500	-,	☐ Yes	□No
(b) Is there security for the tools when the AT is not prese	ent?	100	☐ Yes	□No
(c) Who has access to the tools?			☐ Yes	□No
d. Does the AT have the equipment necessary to perform all requ	uired tasks?		☐ Yes	□No
(1) If not, has it been budgeted for and/or ordered?			☐ Yes	□No
e. Is the equipment neat, clean and in good repair?			☐ Yes	□No
(1) Have replacements been planned and budgeted for?			☐ Yes	□No
f. Are there additional tools or items of equipment needed?			☐ Yes	□No
(1) Could the AT be more effective if they were available?		10	☐ Yes	□No
(2) Can they and/or have they been requisitioned or requested	1?		☐ Yes	□No
. TIRES, PARTS AND SUPPLIES	EVALUATED X	ACTION REQUIRED	CORRECTED	
a. Is the space provided for parts and supplies adequate?			☐ Yes	□No
(1) If not, can more space be provided?			☐ Yes	□No
(2) Is the space neatly and logically organized?			☐ Yes	□No
(3) Is there adequate security?			☐ Yes	□No
(4) Who has access to the parts/supplies?				
(5) Are batteries stored in a dry location, off the cement floor?			☐ Yes	□No
b. Are automotive parts and supplies inventoried and maintained in	n Fleet Focus (FF) as r	equired?	☐Yes	□No

### DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

#### FLEET MANAGEMENT

CHP 453F	(Rev.	6-06)	OPI 009	9

CHI	4531	(Rev. 6-06) OPI 009				
(	с. Аге	reasonable numbers of parts/supplies stocked?			☐ Yes	□No
	(1)	Are there obsolete parts on hand?	1120		☐ Yes	□No
-	l. Do	es Area stock parts/supplies purchased by the Department,	and provide them to the	vendor for installation?	☐Yes	□No
-	. Are	adequate records maintained for tires, and are all tires acc	ounted for?		☐ Yes	□No
	(1)	Are tire requests properly documented and ordered through Business Services Section?	the Purchasing Service	s Unit of	□Yes	□No
	(2)	Are proper guidelines in place for record keeping?			☐ Yes	□No
		(a) Are records reviewed by management?			☐ Yes	□No
	(3)	Are tires properly safeguarded from theft or misuse?			☐ Yes	□No
		(a) How are tires stored?				
	(4)	Is access to the tires restricted to the AT and his/her assis	tant or backup?		☐ Yes	□No
	(5)	Does Area provide motorcycle vendors with a stock of tires	?		☐ Yes	□No
	(6)	Does it appear tires are being replaced prematurely?			☐Yes	□No
	(7)	Are adequate records maintained for used tires?			☐Yes	□No
		(a) Is the disposition of used tires within policy?			☐ Yes	□No
f.	How	are old tires/batteries disposed of?				
	(1)	ls the Sale of Discarded Tires/Junk Batteries/Used Rotors	(CHP 265) sent to prospe	ective bidders?	☐ Yes	□ No
	(2)	Are either tires or batteries being traded to offset installatio	n costs?		☐Yes	□ No
	(3)	Are the provisions of any tire or battery disposal contract b	eing met?		☐ Yes	□ No
g.	Are	Material Safety Data Sheets (MSDS) posted as required?			☐Yes	□No
	(1)	Are all containers (other that the original) containing hazard	dous materials properly m	arked?	☐Yes	□No
h.	Has	the quarterly count of parts, tires, accessories and supplies	been conducted?		□Yes	□No
	(1) V	Vho conducted the count?				
FU	EL DI	SPENSING FACILITY	EVALUATED \	ACTION REQUIRED	CORRECTED	0
a.		ally, is all fuel used by departmental personnel dispensed nand location?	through the fuel facility at	the	☐ Yes	□No
	(1) V	What procedures have been established for purchasing fue	I from service stations in	emergencies?		
	(;	a) Is self-service or full-service used?				

### DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

#### **FLEET MANAGEMENT**

(2) Is there a written policy, and is it complied with?	☐ Yes	□No
b. Is the fuel island clean and neat?	☐ Yes	□No
(1) Does it need repair or painting?	☐ Yes	□No
(2) Are fuel, water and air hoses in good repair?	☐ Yes	□No
(3) Is the break-away coupler installed?	☐ Yes	□No
(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	☐ Yes	□No
(5) Is there a clean oil storage rack?	☐ Yes	□No
(6) Is the lighting adequate?	☐ Yes	□No
(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	☐ Yes	□No
(8) Have problems been reported to Facilities Section?	☐ Yes	□No
c. Is there an adequate amount of supplies available to officers?	☐ Yes	□No
d. Who fuels the vehicles?		
(1) Are fluids and tires checked during fueling?	☐ Yes	□No
<ul> <li>e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?</li> </ul>	☐ Yes	□No
(1) Are pump meters and the storage tank properly safeguarded?	☐ Yes	□No
(2) Who has access to the keys to lock the meters and the storage tank?		
(3) Is gasoline measured before and after deliveries?	☐ Yes	□No
f. What method is used to log fuel and oil used in individual vehicles?		
(1) Are records maintained as required?	☐ Yes	□No
(2) What is done to reconcile differences of more than 2-3 gallons daily?		
g. Does the physical inventory reasonably balance with the metered inventory each month?	☐ Yes	□No
(1) When was the pump meter last checked for accuracy?		
		=20.13710.
h. Is there a contract for fuel?	☐ Yes	□No
(1) How often is the fuel supply replenished?		
(2) At what level is it refilled?		
i. How does the Area secure the fuel pumps when they are not in use?		
(1) Is the system adequate?	☐ Yes	□No
(2) Is it utilized by all personnel?	☐ Yes	□No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

### AREA MANAGEMENT EVALUATION FLEET MANAGEMENT

8. SAFETY	EVALUATED X	ACTION REQUIRED	CORRECTED	
a. Does the Area conduct an inspection of the facility twice each y	ear to detect safe	y hazards?	☐ Yes	□No
(1) Are the AT's work areas inspected?	345 100		☐ Yes	□No
b. Are there possible unsafe conditions within the AT's work areas	s?		☐ Yes	□No
(1) Is the shop floor clean and free of any spills?			☐ Yes	□No
(2) Are electrical cords or hoses posing a hazard?			☐ Yes	☐ No
(3) Are fire extinguishers charged, inspected and of the proper	r type?		☐ Yes	□No
(4) Are any batteries leaking or stored improperly?			☐ Yes	□No
(5) Are there loose items on the floor?			☐ Yes	□No
(6) Is the bench grinder firmly affixed, and are there safety gla	sses available?		☐ Yes	□No
(a) Are they worn by the AT?			☐ Yes	□No
(7) Is the battery charger in a safe place?			☐ Yes	□No
(8) Are masks available for AT's to wear when servicing brake	s?		☐ Yes	□No
(a) If yes, are they worn?			Yes	□No
(9) Are jack stands properly utilized?			☐ Yes	□No
c. What is the Area occupational safety record as it relates to fleet	management?			
(1) Have any injuries been prevented with an improved safety			☐ Yes	□ No
9. VEHICLE RECORDS AND MAINTENANCE	EVALUATED X	ACTION REQUIRED	CORRECTEL	
a. Are fleet records logically filed?			☐Yes	□No
(1) Are they conveniently located and available to the AT and s	supervisor?		☐ Yes	□No
(2) Do files contain all required documents?			☐ Yes	□No
(a) If documents are not in files, where are they located?				
b. Do the Fleet Focus (FF) documents comply with the instructions	in HPM 31.1, Fle	et Operations Manual?	Yes	□No
(1) Are documents legible and complete?			Yes	□ No
(2) Who reviews the FF reports?			m save	
(3) How is the information used in Area's fleet administration?				
c. Is the CHP 424 current?			☐ Yes	□ No
(1) Does the CHP 424 reveal any unusual repair patterns or du	plicate services?		☐ Yes	□No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

#### AREA MANAGEMENT EVALUATION

#### FLEET MANAGEMENT

(2) Have required services been done at the proper mileage?			☐ Yes	□No
d. Is the Area using the most effective and economical method of	repairing/maintaining the	fleet?	☐ Yes	□No
(1) Are hourly rates in line with prevailing rates?			☐ Yes	□No
(2) Does the AT refer to manuals for invoice cost information?			☐ Yes	□No
(3) Is work being done by vendors that should be done by the	AT?		☐ Yes	□No
(4) Are there any warranty problems?	108111		☐ Yes	□No
(a) If so, are they being resolved?	**		☐ Yes	□No
(5) Is the credit card being used in lieu of an invoice?			☐ Yes	□No
(6) Does the commander or his/her designee review and/or ap	prove invoices?		☐ Yes	□No
(a) If so, is there a threshold limit, and how is the approval	indicated on the invoice?	)		
e. Do invoices indicate parts are being supplied by the CHP?			☐ Yes	□No
(1) If parts are on invoices, does the vendor give a discount?			☐ Yes	□No
f. Are fleet operations bulletins maintained and accessible to the A	T?		☐ Yes	□No
10. CONDITION OF THE FLEET	EVALUATED X	ACTION REQUIRED	CORRECTED	<u> </u>
a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are	there any patterns or pro	blems identified?	✓ Yes	□No
(1) Have any unauthorized modifications been made on vehicle	es?		☐ Yes	☑ No
11. MOTORCYCLES	EVALUATED	ACTION REQUIRED	CORRECTED	1
a. Is the Area commander involved and kept informed of motorcyc	le deployment, needs, pr	oblems, etc.?	Yes	□No
(1) Are the program objectives clearly understood by the comm	ander and supervisors?		☐ Yes	□No
(2) Does the Area have an up-to-date SOP relating to motorcyc	cle operations?		☐ Yes	□No
b. Are motorcycles being deployed in conformance with departmen	ntal policy and Fleet Ope	rations Bulletins?	☐ Yes	□No
(1) Are motorcycles being used on beats with predominantly high	gh speed problems?		☐ Yes	□No
(2) Are motorcycles used for special duty officer transportation?	?		☐ Yes	□No
(3) Are motorcycles parked at the Area office during vacations a	and extended days off?		☐ Yes	□No
c. Are Fleet Operations Bulletins pertaining to motorcycles filed tog	ether?		☐ Yes	□No
(1) What system is in place to verify understanding and complia	ince?			
(2) Are Bulletins discussed with riders?			☐ Yes	□No
d. What type of active safety program does the Area have?				

## DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT	
CHP 453F (Rev. 6-06) OPI 009	

CHF 455F (Rev. 0-00) OF1 009		
(1) Is there a Defensive Rider Program?	Yes	□No
(2) Is there a sufficient number of CMTOs?	☐ Yes	□ No
(3) What is the Area's safety record?		
(a) How does it compare with Division and statewide rates?		
(4) Does the Area conduct quarterly motorcycle training?	Yes	□No
(a) Are mandatory exercises being conducted?	☐ Yes	□No
(b) Are ride-alongs being conducted on a regular basis and properly documented?	☐ Yes	□No
e. Are emergency radio repairs made at the office or at the radio shop?	T 15	
(1) Are the arrangements satisfactory?	☐ Yes	□No
(2) Is the repair person proficient?	☐ Yes	□No
(3) Is service available on weekends?	☐ Yes	□No
(4) Are motorcycles down for unreasonable amounts of time because of poor service?	☐ Yes	□No
(5) Are any motorcycles being operated with radios in a defective condition?	☐ Yes	□No
(6) Are any repairs being done by riders?	☐ Yes	□ No
(7) Does the Area swap radios with idle units to reduce down time?	☐ Yes	☐ No
(a) If so, are radios being returned to the original units or reported to Telecommunications Section	n? ☐ Yes	□No
g. Is there adequate space to park and/or store motorcycles?	☐ Yes	□ No
(1) Is safety compromised?	☐ Yes	□No
(2) Are units parked near an entrance causing foot traffic to be inhibited?	☐ Yes	□No
(3) Are preventative measures in place to avoid problems caused by oil drippings?	☐ Yes	□No
(4) Are parked motorcycles susceptible to theft or vandalism?	☐ Yes	□No
(5) When garaged at home, is the motorcycle in a covered, secured area?	☐ Yes	□No
(a) Has it been inspected and approved?	☐ Yes	□No
(b) Are records of the approval on file?	☐ Yes	□ No
h. Has the motorcycle program supervisor developed a workable procedure for storing and accounting for approved supplies and equipment replacements?	r □ Yes	□No
(1) Do equipment and accessory times comply with departmental regulations?	☐ Yes	□No
(2) Is there ample supply available?	Yes	□No
(3) Are spare tires available?	☐ Yes	□No
(4) Is a battery charger available?	☐Yes	□No

#### AREA MANAGEMENT EVALUATION

#### **FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

		\		
	(5)	Is there security and an accurate inventory kept?	☐ Yes	□No
	i. Wha	at arrangements have been made for servicing and repairing motorcycles?		
	(1)	Is it satisfactory and cost effective?	☐Yes	□No
	(2)	Does the maintenance program minimize officer and vehicle down time?	☐Yes	□No
	(3)	How is repair work verified?	//	
	(4)	Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?	☐ Yes	□No
		(a) Is a supervisor's permission required?	☐ Yes	□No
		(b) Is there a SOP covering this aspect of motorcycle operation?	☐ Yes	□No
	(5)	If not ridden, how are motorcycles transported to vendors for repairs?		
	(6)	Does the Area have a motorcycle trailer?	☐ Yes	□No
		(a) How often is it used?		
		(b) If one is not available, has Area budgeted for one?	☐ Yes	□No
J.	Are v	ehicle files logically kept and up-to-date?	☐ Yes	□No
	(1)	Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?	☐ Yes	□No
	(2)	Does the motorcycle supervisor review all motorcycle invoices?	☐ Yes	□No
	(3)	s service up-do-date?	☐ Yes	□No
k	. Are d Mont	ally inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, hly Motorcycle Inspection List, completed as required?	☐ Yes	□No
	(1)	Are mechanical discrepancies recorded with the date noted and date corrected?	☐ Yes	□No
	(2) A	Are the forms filed for the life of the motorcycle?	☐ Yes	□No
l.	Utilizir Area r	ng the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?	☐ Yes	□No

Facility vehicles are provided by and service by the Bakersfield Area. Vehicles are rotated in and out of the Facility to maintain mileage requirements at the direction of the Bakersfield AT. Vehicle are washed by a mobile service contracted by the Bakersfield Area. Vehicles are fueled at adjoining areas.

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
AREA MANAGEMENT EVALUATION
FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

AREA	DIVISION	NUMBER
Sonora	Central	425
EVALUATED BY		DATE
Sergeant R. S. (	Clamp. #12345	12/10/2008

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION    Formal Evaluation   Informal Evaluation	SUSPENSE DATE			
FOLLOW-UP REQUIRED  Yes No  Seation 5.  BY Sgt. Clamp	COMMANDER'S REVI	& Orela	DATE	2 09
1. AREA ADMINISTRATION	N()	NO NO	CORRECTED N/A	
a. Is there a clear line of supervision and accountability for the Are	ea's fleet manager	nent?	☐ Yes	□No
(1) Is the Area commander involved and informed?			Yes	□No
(a) Does he/she monitor invoices?			Yes	□No
(2) Who is authorized to approve invoices?				
b. What is the background experience of the Automotive Technici	ian (AT)?			
(1) Are sufficient instructions and training provided?			Yes	□No
(2) Is he/she a qualified mechanic at journey person level?			☐ Yes	□No
(3) Does he/she attend training on new model vehicles?			☐ Yes	□No
(4) Does the AT have good rapport with Area personnel and v	endors?		☐ Yes	□No
(5) Does the AT ensure vehicles are available at shift change?	?		☐ Yes	□No
(6) Does the AT periodically attend staff meetings?			☐ Yes	□No
(7) Does the AT have ideas/suggestions for improving the pro	gram?		☐ Yes	□No
c. How much maintenance work is being done by the AT?				
(1) Is he/she qualified to perform maintenance and minor repa	airs?		□Yes	□No
(a) If these duties are not being performed, why not?				
d. What other duties or responsibilities are placed on the AT?		4)5		
2. VEHICLE USE	EVALUATED NO	ACTION REQUIRED	CORRECTE N/A	D
A. How many "E" Class vehicles are assigned to the Area?	1110	10350	1	

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

#### AREA MANAGEMENT EVALUATION

#### FLEET MANAGEMENT

							□No
	(1) Is there an unmarked patrol vehicle assigned for the commander?				Yes		
	(2) If the number	per of vehicles assigned i	is in excess of the form	iula, what justificati	on has been made?		
b.	Are there proce	edures in place to ensure	there are sufficient ve	hicles available at	the beginning of each shift	t? Yes	□No
	(1) Are officer	s allowed to perform mind	or corrections in order	to keep the vehicle	s on the road?	Yes	□ No
	(a) Is the	e a supply of tools and m	ninor equipment availa	ble?		☐ Yes	□No
C.	What is the jus	tification for any vehicle k	cept at employees hom	es after duty hours	?		
d.	Who does the	commander allow to ride	in vehicles?				
	(1) Do supervisors use the CHP 428, Release and Waiver of Liability?				Yes	□ No	
	(a) Is the	CHP 428 kept for the app	propriate period of time		Lighter and the same	☐ Yes	□ No
. s	ERVICE ARRAN	GEMENTS		NO EVALUATED	NO NO	N/A	
	What vendors	are being used for service	ing or repoiring vehicle	-0			
a.	******	are being about to better	ing of repairing vehicle	es?			
a.	777727 70110010	are being about for being	ing of repairing vertice	98 ?			
a.		uthorized dealers?	ing of repairing verticle	28 /		☐Yes	□No
a.	(1) Are they a			SS /		☐ Yes	□No
a.	(1) Are they a	uthorized dealers?		SS /		Yes	□No
a.	(1) Are they a	uthorized dealers?	g a service vendor?	SS /		Yes	□No
a.	<ul><li>(1) Are they a</li><li>(2) What proc</li><li>(3) What are t</li></ul>	uthorized dealers? ess was used in selecting	g a service vendor?	SS /		☐ Yes	□ No
a.	<ul><li>(1) Are they a</li><li>(2) What proc</li><li>(3) What are t</li><li>(a) Are dis</li></ul>	uthorized dealers? ess was used in selecting he hourly rates being cha	g a service vendor? arged?				
a.	<ul> <li>(1) Are they a</li> <li>(2) What proc</li> <li>(3) What are t</li> <li>(a) Are dis</li> <li>(4) Has the co</li> <li>(5) Does the A</li> </ul>	uthorized dealers? ess was used in selecting the hourly rates being cha counts given on parts? emmand shopped for the	g a service vendor? arged? most cost effective ve	ndors?	maintain good	☐ Yes	□ No
a.	(1) Are they a (2) What proc (3) What are t (a) Are dis (4) Has the co	uthorized dealers?  ess was used in selecting  he hourly rates being cha  counts given on parts?  mmand shopped for the  area constantly change v  relationships?	g a service vendor? arged? most cost effective ve	ndors? roblems in order to		☐ Yes ☐ Yes ☐ Yes	□ No □ No
	(1) Are they a (2) What proc (3) What are t (a) Are dis (4) Has the co (5) Does the Along-term (6) Does the Along-term	uthorized dealers?  ess was used in selecting  he hourly rates being cha  counts given on parts?  mmand shopped for the  Area constantly change v  relationships?  AT adhere to policy in HF	g a service vendor? arged? most cost effective verendors, or work out prepared.	ndors? oblems in order to	when making purchases'	Yes Yes Yes ?Yes	□ No □ No □ No
	<ul> <li>(1) Are they a</li> <li>(2) What proc</li> <li>(3) What are to the distribution of the distributi</li></ul>	uthorized dealers?  ess was used in selecting  he hourly rates being cha- counts given on parts?  mmand shopped for the area constantly change varietionships?  AT adhere to policy in HF  ability has been a probler	g a service vendor?  arged?  most cost effective verendors, or work out properties.  PM 11.2, Materials Marm, has Area experimen	ndors? oblems in order to	when making purchases'	☐ Yes ☐ Yes ☐ Yes	□ No □ No
	(1) Are they a (2) What proc (3) What are t (a) Are dis (4) Has the co (5) Does the A long-term (6) Does the A If vehicle availa (1) What perc	uthorized dealers?  ess was used in selecting the hourly rates being characteristics are counts given on parts?  Immand shopped for the area constantly change verelationships?  AT adhere to policy in HF ability has been a problementage of the fleet is need.	g a service vendor?  arged?  most cost effective verendors, or work out properties.  Materials Marm, has Area experimented on weekends?	ndors? oblems in order to	when making purchases'	Yes Yes Yes 7Yes Yes	No No No No
	(1) Are they a (2) What proc (3) What are t (a) Are dis (4) Has the co (5) Does the A long-term (6) Does the A If vehicle availa (1) What peroc (2) Are there	uthorized dealers?  ess was used in selecting the hourly rates being characteristics and the hourly rates being characteristics are a constantly change verelationships?  AT adhere to policy in HF ability has been a problementage of the fleet is need shortages of vehicles on	g a service vendor?  arged?  most cost effective verendors, or work out properties.  PM 11.2, Materials Marm, has Area experimented on weekends?  Mondays?	ndors? oblems in order to nagement Manual, nted with weekend	when making purchases'	Yes Yes Yes Yes Yes	□ No □ No □ No □ No □ No
	(1) Are they a (2) What proc (3) What are the second secon	uthorized dealers?  ess was used in selecting the hourly rates being characteristics and the counts given on parts?  Immand shopped for the constantly change varietionships?  In adhere to policy in HF ability has been a problementage of the fleet is need shortages of vehicles on an one AT, are their hour	g a service vendor?  arged?  most cost effective verendors, or work out properties.  PM 11.2, Materials Marm, has Area experimented on weekends?  Mondays?  s/days scheduled mos	ndors? roblems in order to nagement Manual, nted with weekend	when making purchases'	☐ Yes	No   No   No   No   No   No   No   No
b.	(1) Are they a (2) What proc (3) What are t (a) Are dis (4) Has the co (5) Does the A long-term (6) Does the A If vehicle availa (1) What perc (2) Are there s (3) If more that (a) Is ove	uthorized dealers?  ess was used in selecting the hourly rates being cha counts given on parts?  mmand shopped for the Area constantly change v relationships?  AT adhere to policy in HF ability has been a probler entage of the fleet is nee shortages of vehicles on an one AT, are their hour rtime needed for maxima	g a service vendor?  arged?  most cost effective verendors, or work out properties.  Marged on weekends?  Mondays?  s/days scheduled most	ndors? roblems in order to nagement Manual, nted with weekend st effectively?	when making purchases'	Yes   Yes	No   No   No   No   No   No   No   No
b.	(1) Are they a (2) What proc (3) What are t (a) Are dis (4) Has the co (5) Does the A long-term (6) Does the A If vehicle availa (1) What perc (2) Are there s (3) If more that (a) Is ove	uthorized dealers?  ess was used in selecting the hourly rates being characteristics and the counts given on parts?  Immand shopped for the constantly change varietionships?  In adhere to policy in HF ability has been a problementage of the fleet is need shortages of vehicles on an one AT, are their hour	g a service vendor?  arged?  most cost effective verendors, or work out properties.  Marged on weekends?  Mondays?  s/days scheduled most	ndors? roblems in order to nagement Manual, nted with weekend st effectively?	when making purchases'	☐ Yes	No   No   No   No   No   No   No   No

#### AREA MANAGEMENT EVALUATION

#### FLEET MANAGEMENT

11 -1001 (110					
(2) ls	the Area's vehicle washing procedure practical and econon	nical?		Yes	□ No
(a)	) Is excessive officer time used to wash vehicles?			☐ Yes	□No
(3) Is	there more than one car wash facility available?			Yes	□No
(4) Ar	e vehicles being excessively washed or detailed?			Yes	□No
(5) Da	pes the Area have a maintenance worker or janitor wash ca	rs?		☐ Yes	□No
(6) Is	there any other program that can be of assistance in washi	ing cars?		☐ Yes	□No
d. How de	o officers report defective equipment?				
(1) W	ho is authorized to declare a vehicle unsafe for patrol?				
(a)	) Who determines when a vehicle is safe after repair or ch	necking of defects?		H	
(b)	Does he/she sign off the report form and indicate what h	as been done?		Yes	□No
	Is this system effective?		<u> </u>	Yes	□No
	) How long are records kept?				
(e)	) Is there a system in place to check vehicles for defects a	after high speed pursuits	?	☐ Yes	□No
	MANAGEMENT	EVALUATED NO	ACTION REQUIRED NO	CORRECTE:	0
a. Does A	Area have a system to ensure equitable mileage accumulat	tion on all vehicles?		☐ Yes	□ No
(1) Ar	e vehicles run out in the same order they are received?			Yes	□ No
(2) ls	there an appropriate spread of odometer readings so that	vehicles are run out at re	egular intervals?	☐Yes	□ No
(a)	) If not, can adjustments be made to accomplish this?			☐ Yes	□No
b. How a	re adjustments to mileage accomplished?				
(1) Do	o field supervisors and officers understand their responsible	lity in vehicle assignmer	ts?	Yes	□No
	pes the AT understand what is required?			☐ Yes	□No
	pes the Area have a "personalized vehicle assignment" pro	ogram?		Yes	□No
(a)	) If so, how does it effect mileage averaging?				
c. How do	pes the Area project run outs?				
c. How do	pes the Area project run outs?				
	FOS provided 30-45 days advance notice?		5	☐ Yes	□No

#### AREA MANAGEMENT EVALUATION

#### FLEET MANAGEMENT

J 1001 (1	100, 0 00/ 01 1 000				
(2)	What has been the condition of vehicles returned to FOS?				
(3)	Are the right equipment options completed?	EVALUATED	ACTION REQUIRED	☐ Yes	□ No
5. AUTOM	IO.TIV.E. WORK AREA/EQUIPMENT	Yes / Sgt, Clamp	NO	12/10/200	8
a. Is th	ere adequate space and comfort in the AT office?			✓ Yes	☐ No
(1)	Is the office arranged neatly, and are all bulletins and manual	s current?		✓ Yes	□No
(2)	Does the AT maintain a service and flat rate manual?			✓ Yes	□No
b. Is th	e space for working on vehicles adequate?			✓ Yes	□No
(1)	Is it clean and organized?			✓ Yes	☐ No
c. Does	s the AT have the supply of tools listed in HPM 31.1, Fleet Op	perations Manual, Cha	oter 6?	Yes	☑ No
(1)	Is there an inventory?			☐ Yes	☑ No
	(a) When was it last checked?			☐ Yes	□ No
(2)	Are the tools located where they can be easily accessed by t	he AT when working o	n vehicles?		□No
	(a) Are they clean and properly maintained?				□No
	(b) Is there security for the tools when the AT is not present	?		✓ Yes	□No
	(c) Who has access to the tools?			Yes	□ No
d. Does	s the AT have the equipment necessary to perform all require	ed tasks?		☐Yes	☑ No
(1)	If not, has it been budgeted for and/or ordered?			Yes	☑ No
e. Is the	e equipment neat, clean and in good repair?			✓ Yes	□ No
(1)	Have replacements been planned and budgeted for?			✓ Yes	□No
f. Are ti	here additional tools or items of equipment needed?			✓ Yes	□No
(1)	Could the AT be more effective if they were available?			✓ Yes	□No
(2)	Can they and/or have they been requisitioned or requested?			☐ Yes	✓ No
. TIRES,	PARTS/AND SUPPLIES	Yes, Sgt. Clamp	NO REQUIRED	12/10/20	
a. Is the	e space provided for parts and supplies adequate?			☐ Yes	☑ No
(1)	If not, can more space be provided?			☐ Yes	☑ No
(2) Is the space neatly and logically organized?					□No
(3)	Is there adequate security?			✓ Yes	□No
(4)	Who has access to the parts/supplies? Already addressed.	No action required.	,		
	·		-		
(5)	Are batteries stored in a dry location, off the cement floor?			✓ Yes	□No
	automotive parts and supplies inventoried and maintained in	Fleet Focus (FF) as re	equired?	✓ Yes	□No

#### AREA MANAGEMENT EVALUATION

#### FLEET MANAGEMENT

		(a) Is self-service or full-service used?	100000000000000000000000000000000000000			
	(1)	What procedures have been established for purchasing fuel	from service stations in	emergencies?		
a.	com	mally, is all fuel used by departmental personnel dispensed to Imand location?			☐ Yes	□No
FL	JEL D	DISPENSING FACILITY	EVALUATED NO	ACTION REQUIRED NO	CORRECTE N/A	D
		Aneathy addressed. We action	octanica.			
11.		Who conducted the count? Already addressed. No action				
h		the quarterly count of parts, tires, accessories and supplies		arkeu :	✓ Yes	□ No
g.		Material Safety Data Sheets (MSDS) posted as required?  Are all containers (other that the original) containing hazardo	nue materiale property m	arked?	✓ Yes	□ No
_		Are the provisions of any tire or battery disposal contract bei	ng met?		✓ Yes	□ No
	H-1-1-	Are either tires or batteries being traded to offset installation			Yes	☑ No
		Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (C		ctive bidders?	✓ Yes	□ No
f.		rare old tires/batteries disposed of? Already addressed. N	o action required.			
		(a) Is the disposition of used tires within policy?			☑ Yes	□ No
_		Does it appear tires are being replaced prematurely?  Are adequate records maintained for used tires?		· · · · · · · · · · · · · · · · · · ·	☑ Yes	□ No
		Does Area provide motorcycle vendors with a stock of tires?			Yes	☐ No ☑ No
_	(4) Is access to the tires restricted to the AT and his/her assistant or backup?				Yes	☑ No
_		(a) How are tires stored? Already addressed. No action	required.		<del></del>	
	(3) Are tires properly safeguarded from theft or misuse?				✓ Yes	□No
		(a) Are records reviewed by management?		-100	✓ Yes	□No
	(2)	Are proper guidelines in place for record keeping?			✓ Yes	□No
	(1)	Are tire requests properly documented and ordered through 8 Business Services Section?	the Purchasing Services	Unit of	✓ Yes	□No
e.	Are	adequate records maintained for tires, and are all tires accou	nted for?		Yes	□No
d.	Doe	es Area stock parts/supplies purchased by the Department, ar	nd provide them to the ve	endor for installation?	✓ Yes	□No
	(1)	1) Are there obsolete parts on hand?				✓ No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

#### AREA MANAGEMENT EVALUATION

#### FLEET MANAGEMENT

	(2) Is there a written policy, and is it complied with?	☐Yes	□ No
b.	Is the fuel island clean and neat?	Yes	□No
	(1) Does it need repair or painting?	☐Yes	□No
	(2) Are fuel, water and air hoses in good repair?	Yes	□No
	(3) Is the break-away coupler installed?	☐ Yes	□No
	(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	☐ Yes	□No
-	(5) Is there a clean oil storage rack?	Yes	□No
	(6) Is the lighting adequate?	Yes	□No
	(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	Yes	□No
	(8) Have problems been reported to Facilities Section?	Yes	□No
C.	Is there an adequate amount of supplies available to officers?	Yes	□No
d.	Who fuels the vehicles?		
	(1) Are fluids and tires checked during fueling?	☐ Yes	□No
е.	Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	Yes	□No
	(1) Are pump meters and the storage tank properly safeguarded?	Yes	□No
	(2) Who has access to the keys to lock the meters and the storage tank?		
	(3) Is gasoline measured before and after deliveries?	☐ Yes	□No
f.	What method is used to log fuel and oil used in individual vehicles?		
	(1) Are records maintained as required?	☐ Yes	□No
	(2) What is done to reconcile differences of more than 2-3 gallons daily?		
g.	Does the physical inventory reasonably balance with the metered inventory each month?	Yes	□No
	(1) When was the pump meter last checked for accuracy?		
h,	Is there a contract for fuel?	☐ Yes	□No
	(1) How often is the fuel supply replenished?		
	(2) At what level is it refilled?		
j.	How does the Area secure the fuel pumps when they are not in use?		
			□ No
	(1) Is the system adequate?	_	

#### AREA MANAGEMENT EVALUATION

#### FLEET MANAGEMENT

8. S	AFE	тү	EVALUATED NO	ACTION REQUIRED	CORRECTED N/A	
a.	Do	es the Area conduct an inspection of the facility twice each ye	1000000	rds?	☐ Yes	□No
	(1)	Are the AT's work areas inspected?	1741		Yes	□No
b.	Ar	e there possible unsafe conditions within the AT's work areas?	11-11		Yes	□No
	(1)	Is the shop floor clean and free of any spills?			Yes	□No
-	(2)	Are electrical cords or hoses posing a hazard?			Yes	□No
	(3)	Are fire extinguishers charged, inspected and of the proper t	ype?		Yes	□No
	(4)	Are any batteries leaking or stored improperly?			Yes	□No
	(5)	Are there loose items on the floor?			Yes	□No
* 1122	(6)	Is the bench grinder firmly affixed, and are there safety glass	ses available?		Yes	□No
-		(a) Are they worn by the AT?	700000		Yes	□No
	(7)	Is the battery charger in a safe place?			Yes	□No
	(8)	Are masks available for AT's to wear when servicing brakes	?		Yes	□No
		(a) If yes, are they worn?			Yes	□No
	(9)	Are jack stands properly utilized?			Yes	□ No
c.	VVI	nat is the Area occupational safety record as it relates to fleet	management?	78 118		
	(1)	Have any injuries been prevented with an improved safety a			☐ Yes	□ No
9. V	EHI	CLE RECORDS AND MAINTENANCE	NO NO	NO NO	CORRECTED N/A	
a.	Are	e fleet records logically filed?			Yes	□No
	(1)	Are they conveniently located and available to the AT and s	upervisor?		Yes	□No
	(2)	Do files contain all required documents?			☐Yes	□No
		(a) If documents are not in files, where are they located?			(6)	
b.	Do	the Fleet Focus (FF) documents comply with the instructions	in HPM 31.1, Fleet Op	erations Manual?	Yes	□ No
	(1)	Are documents legible and complete?			☐ Yes	□No
	(2)	Who reviews the FF reports?				
	(3)	How is the information used in Area's fleet administration?				
C.	ls t	he CHP 424 current?			Yes	□No
	(1)	Does the CHP 424 reveal any unusual repair patterns or du	plicate services?		☐ Yes	□No

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#### AREA MANAGEMENT EVALUATION

#### FLEET MANAGEMENT

711 1001 (10010 00) 011000				
(2) Have required services been done at the	ne proper mileage?	716	☐Yes	□No
d. Is the Area using the most effective and eco	onomical method of repairing/maintaining	g the fleet?	☐ Yes	□No
(1) Are hourly rates in line with prevailing ra	ates?		☐ Yes	□No
(2) Does the AT refer to manuals for invoice	e cost information?		☐ Yes	□No
(3) Is work being done by vendors that shot	ould be done by the AT?		☐ Yes	□No
(4) Are there any warranty problems?		☐ Yes	□No	
(a) If so, are they being resolved?	☐ Yes	□No		
(5) Is the credit card being used in lieu of a		Yes	□No	
(6) Does the commander or his/her designed	ee review and/or approve invoices?		Yes	□No
(a) If so, is there a threshold limit, and h	how is the approval indicated on the inv	oice?		
e. Do invoices indicate parts are being supplied	d by the CHP?		☐ Yes	□No
(1) If parts are on invoices, does the vendo	(1) If parts are on invoices, does the vendor give a discount?			
f. Are fleet operations bulletins maintained and accessible to the AT?				□No
0. CONDITION OF THE FLEET NO NO				)
a. Using a CHP 33E, Vehicle Inspection Check			N/A ☐ Yes	□No
(1) Have any unauthorized modifications be			☐ Yes	□No
1. MOTORCYCLES	EVALUATED	ACTION REQUIRED	CORRECTE N/A	)
a. Is the Area commander involved and kept in	oformed of motorcycle deployment, nee	NO	☐ Yes	□No
(1) Are the program objectives clearly under				□No
			Yes	 □ No
(2) Does the Area have an up-to-date SOP  b. Are motorcycles being deployed in conformations of the conformation of the confor		et Operations Bulletins?		 □ No
(1) Are motorcycles being used on beats w			☐ Yes	 No
B-84-4-1 - 2011 - 2011 - 2011 - 2011 - 2011 - 2011 - 2011 - 2011 - 2011 - 2011 - 2011 - 2011 - 2011 - 2011 - 2				   No
(2) Are motorcycles used for special duty o  (3) Are motorcycles parked at the Area offi		 □ No		
c. Are Fleet Operations Bulletins pertaining to	☐ Yes	□ No		
	Ļ, , , ,			
(1) What system is in place to verify unders	standing and compliance?			
(2) Are Bulletins discussed with riders?			☐ Yes	☐ No

#### AREA MANAGEMENT EVALUATION

#### FLEET MANAGEMENT

P 453F (Rev. 6-06) OPI 009		
(1) Is there a Defensive Rider Program?	Yes	□No
(2) Is there a sufficient number of CMTOs?	Yes	□No
(3) What is the Area's safety record?		
(a) How does it compare with Division and statewide rates?		
(4) Does the Area conduct quarterly motorcycle training?	☐ Yes	□No
(a) Are mandatory exercises being conducted?	Yes	□No
(b) Are ride-alongs being conducted on a regular basis and properly documented?	Yes	□No
e. Are emergency radio repairs made at the office or at the radio shop?		
(1) Are the arrangements satisfactory?	☐ Yes	□No
(2) Is the repair person proficient?	☐ Yes	□No
(3) Is service available on weekends?	☐ Yes	□No
(4) Are motorcycles down for unreasonable amounts of time because of poor service?	☐ Yes	□No
(5) Are any motorcycles being operated with radios in a defective condition?	☐Yes	□No
(6) Are any repairs being done by riders?	☐Yes	□No
(7) Does the Area swap radios with idle units to reduce down time?	☐ Yes	□No
(a) If so, are radios being returned to the original units or reported to Telecommunication	ns Section?	□No
g. Is there adequate space to park and/or store motorcycles?	☐Yes	□No
(1) Is safety compromised?	☐Yes	□No
(2) Are units parked near an entrance causing foot traffic to be inhibited?	Yes	□No
(3) Are preventative measures in place to avoid problems caused by oil drippings?	☐ Yes	□No
(4) Are parked motorcycles susceptible to theft or vandalism?	□Yes	□No
(5) When garaged at home, is the motorcycle in a covered, secured area?	☐ Yes	□No
(a) Has it been inspected and approved?	Yes	□ No
(b) Are records of the approval on file?	☐ Yes	□No
h. Has the motorcycle program supervisor developed a workable procedure for storing and accomposition approved supplies and equipment replacements?	ounting for	□No
(1) Do equipment and accessory times comply with departmental regulations?	☐ Yes	☐ No
(2) Is there ample supply available?	Yes	□ No
(3) Are spare tires available?	Yes	. □ No
(4) Is a battery charger available?	Yes	s 🗌 No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

#### AREA MANAGEMENT EVALUATION

#### FLEET MANAGEMENT

	(5) Is there security and an accurate inventory kept?	Yes	□No
į.	What arrangements have been made for servicing and repairing motorcycles?		
	(1) Is it satisfactory and cost effective?	Yes	□No
	(2) Does the maintenance program minimize officer and vehicle down time?	☐Yes	□No
	(3) How is repair work verified?		
	(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?	☐ Yes	□No
	(a) Is a supervisor's permission required?	☐ Yes	□No
37E-EI	(b) Is there a SOP covering this aspect of motorcycle operation?	Yes	□No
	(5) If not ridden, how are motorcycles transported to vendors for repairs?		
	(6) Does the Area have a motorcycle trailer?	Yes	□No
	(a) How often is it used?		
	(b) If one is not available, has Area budgeted for one?	☐ Yes	□No
j.	Are vehicle files logically kept and up-to-date?	Yes	□No
-	(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?	☐Yes	□ No
	(2) Does the motorcycle supervisor review all motorcycle invoices?	☐ Yes	□No
	(3) Is service up-do-date?	☐ Yes	□No
k.	Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required?	Yes	□No
	(1) Are mechanical discrepancies recorded with the date noted and date corrected?	☐ Yes	□No
	(2) Are the forms filed for the life of the motorcycle?	☐ Yes	□No
l.	Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?	Yes	□No
Secti	on 5 - Automotive Work Area/Equipment [5.a.(1); 5.b and 5.b.(1)]: Sonora Area AT White cleaned and organize	d his offic	e, automotiv
suppl	y area and service bay area. Sgt. Clamp counseled AT White on the importance of maintaining a hazard free wo	rk enviror	iment. AT
Whit	e will strive to maintain his office and work space in a manner consistent with departmental standards. AT White	e rearrang	ed the
	notive supplies in the service bay area thus maximizing the efficiency of his work space and creating a safer wor		
	5(c).(1).(a)]: AT White has drafted a list of tools he does not possess, but requires, to perform maintenance on th		
	d requisition the tools necessary for AT White to optimally perform his required duties. Once Area receives the		
Fleet	Supervisor, currently Sgt. Clamp, will update the Area Tool inventory and strive to maintain better accountabilit	ty of the to	ool inventory
5.c.(	2).(a); 5.c.(2)(B); 5.c.(2)(c); 5.f and 5.f.(2)]; AT White has drafted a list of necessary tools as mentioned above.	AT Whit	e discovered
the to	ol chest in the service bay is capable of being locked (secured) and Area does not need to procure a new tool che	est.	

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

AREA	DIVISION	NUMBER
Sonora	Central	425
EVALUATED BY		DATE
Sergeant R. S. 0	Clamp, #12345	11/06/2008

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION  Formal Evaluation  Infor	mal Evaluation	SUSPENSE DATE () 1/()9/2()()9			
FOLLOW-UP REQUIRED  Yes No	☐ Correction Report	COMMANDER'S REVIEW	L age G	DATE	2/08
1. AREA ADMINISTRATION		Yes, 09/2008	ACTION REQUIRED	CORRECTED N/A	
a. Is there a clear line of super	vision and accountability for the A	Area's fleet management?		☑ Yes	□No
(1) Is the Area commander	involved and informed?			✓ Yes	□No
(a) Does he/she monito	or invoices?			✓ Yes	□No
(2) Who is authorized to ap	prove invoices? Area Commar	nder, Lieutenant M.G. Ay	ala, #9507 and Area Adn	ninistrative !	Sergeant.
Sergeant R.S. Clamp, #	12345				
b. What is the background expe	erience of the Automotive Techn	ician (AT)? AT II R. WI	nite. A11526, has approx	imately 32 y	ears of
experience in the automotive	e repair field.				
(1) Are sufficient instruction	s and training provided?			✓ Yes	□No
(2) Is he/she a qualified me	chanic at journey person level?			✓ Yes	□No
(3) Does he/she attend train	ing on new model vehicles?				□No
(4) Does the AT have good	rapport with Area personnel and	l vendors?		✓ Yes	□No
(5) Does the AT ensure veh	icles are available at shift chang	le?		✓ Yes	□No
(6) Does the AT periodically	attend staff meetings?			☐ Yes	☑ No
(7) Does the AT have ideas	suggestions for improving the p	rogram?		✓ Yes	□No
c. How much maintenance wor	k is being done by the AT? All	routine services and sche	duled, preventive mainte	nance.	
(1) Is he/she qualified to per	form maintenance and minor re	pairs?		✓ Yes	□No
(a) If these duties are n	ot being performed, why not?	N/A			
11					
d. What other duties or respons	ibilities are placed on the AT?	The AT assists with min	nor facility repairs.		
2. VEHICLE USE		EVALUATED Yes, 09/2008	ACTION REQUIRED	CORRECTE N/A	D
a. How many "E" Class vehicles	s are assigned to the Area? 14				

### DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

#### FLEET MANAGEMENT

	(1)	Is there an unmarked patrol vehicle assigned for the comma	ander?			□ No
	(2)	If the number of vehicles assigned is in excess of the formul	a, what justification l	nas been made? N/A		
					[]Ves	
b.		e there procedures in place to ensure there are sufficient vehi			✓ Yes	□ No
	(1)	Are officers allowed to perform minor corrections in order to		n the road?	✓ Yes	□ No
		(a) Is there a supply of tools and minor equipment available			✓ Yes	□No
c.	Wh	hat is the justification for any vehicle kept at employees home	s after duty hours?	Patrol vehicles are periodi	cally driven l	nome by th
	sch	heduled on-call supervisors assigned to the Area and on a dai	ly basis for three off	icers assigned to the Grov	eland Reside	nt Post
d.	Wh	ho does the commander allow to ride in vehicles? Prospective	e CHP cadet candid	ates.		
	(1)	Do supervisors use the CHP 428, Release and Waiver of Li	ability?		✓ Yes	□ No
		(a) Is the CHP 428 kept for the appropriate period of time?			✓ Yes	□No
SE	RVI	ICE ARRANGEMENTS	Yes, 09/2008	NO NO	N/A	
		hat vendors are being used for servicing or repairing vehicles'		WPagges		
a.	Wh	Hat vehicles are belief used for servicing of repairing vehicles	: Hallillong Ford I			
a.	Wh	mat vehicles are being used for servicing of repairing vehicles	: Hammond Ford			
a.		Are they authorized dealers?	: Hammond Ford I		✓ Yes	□No
a.	(1)					□No
a.	(1)	Are they authorized dealers?				□No
a.	(1)	Are they authorized dealers?				□No
a.	(1)	Are they authorized dealers?  What process was used in selecting a service vendor? T				□ No
а.	(1)	Are they authorized dealers?  What process was used in selecting a service vendor? The service vendor? The service was used in selecting a service vendor? The service was used in selecting a service vendor? The service was used in selecting a service vendor? The service was used in selecting a service vendor? The service was used in selecting a service vendor? The service was used in selecting a service vendor? The service was used in selecting a service vendor? The service was used in selecting a service vendor? The service was used in selecting a service vendor? The service was used in selecting a service vendor? The service was used in selecting a service vendor? The service was used in selecting a service vendor? The service was used in selecting a service vendor? Service was used in selecting a service vendor? The service was used in selecting a service	nere is only one auth		ea.	
а.	(1) (2) (3)	Are they authorized dealers?  What process was used in selecting a service vendor? The service vendor? The service vendor? The service vendor is a service vendor? The service vendor is a service vendor in the service vendor in t	nere is only one auth	orized dealership in the ar	ea.  ✓ Yes  ✓ Yes	□ No
а.	(1) (2) (3)	Are they authorized dealers?  What process was used in selecting a service vendor? The service vendor? The service vendor? The service vendor is a service vendor? \$85.00  (a) Are discounts given on parts?  Has the command shopped for the most cost effective vendors is the Area constantly change vendors, or work out protein long-term relationships?	nere is only one auth dors? plems in order to ma	orized dealership in the ar	ea.  ✓ Yes  ✓ Yes	□ No □ No □ No
	(1) (2) (3) (4) (5)	Are they authorized dealers?  What process was used in selecting a service vendor? The service vendor? The service was used in selecting a service vendor? The service was used in selecting a service vendor.  What are the hourly rates being charged? \$85.00  (a) Are discounts given on parts?  Has the command shopped for the most cost effective vendors the Area constantly change vendors, or work out problems. Does the Area constantly change vendors, or work out problems. Does the AT adhere to policy in HPM 11.2, Materials Management of the service vendor?	nere is only one auth dors? plems in order to ma gement Manual, wh	orized dealership in the ar intain good en making purchases?	ea.  ✓ Yes  ✓ Yes  ─ Yes  ✓ Yes	No   No   No   No
	(1) (2) (3) (4) (5)	Are they authorized dealers?  What process was used in selecting a service vendor? The service vendor? The service vendor? The service vendor is a service vendor? \$85.00  (a) Are discounts given on parts?  Has the command shopped for the most cost effective vendors is the Area constantly change vendors, or work out protein long-term relationships?	nere is only one auth dors? plems in order to ma gement Manual, wh	orized dealership in the ar intain good en making purchases?	ea.  ✓ Yes  ✓ Yes	□ No □ No □ No
	(1) (2) (3) (4) (5) (6)	Are they authorized dealers?  What process was used in selecting a service vendor? The service vendor? The service was used in selecting a service vendor? The service was used in selecting a service vendor.  What are the hourly rates being charged? \$85.00  (a) Are discounts given on parts?  Has the command shopped for the most cost effective vendors the Area constantly change vendors, or work out problems. Does the Area constantly change vendors, or work out problems. Does the AT adhere to policy in HPM 11.2, Materials Management of the service vendor?	nere is only one auth dors? plems in order to ma gement Manual, wh	orized dealership in the ar intain good en making purchases?	ea.  ✓ Yes  ✓ Yes  ─ Yes  ✓ Yes	No   No   No   No
	(1) (2) (3) (4) (5) (6)	Are they authorized dealers?  What process was used in selecting a service vendor? The white the hourly rates being charged? \$85.00  (a) Are discounts given on parts?  Has the command shopped for the most cost effective vendors, or work out problems, the Area constantly change vendors, or work out problems, the AT adhere to policy in HPM 11.2, Materials Mana vehicle availability has been a problem, has Area experimentally. What percentage of the fleet is needed on weekends?	nere is only one auth dors? plems in order to ma gement Manual, wh	orized dealership in the ar intain good en making purchases?	ea.  ✓ Yes  ✓ Yes  ─ Yes  ✓ Yes	No   No   No   No
	(1) (2) (3) (4) (5) (6) If vo.	Are they authorized dealers?  What process was used in selecting a service vendor? The what are the hourly rates being charged? \$85.00  (a) Are discounts given on parts?  Has the command shopped for the most cost effective vendors are constantly change vendors, or work out problems, the Area constantly change vendors, or work out problems, the AT adhere to policy in HPM 11.2, Materials Mana vehicle availability has been a problem, has Area experimentally What percentage of the fleet is needed on weekends?  Are there shortages of vehicles on Mondays?	dors?  blems in order to ma  gement Manual, wh  ed with weekend ma	orized dealership in the ar intain good en making purchases?	ea.	□ No □ No □ No □ No □ No
	(1) (2) (3) (4) (5) (6) If vo. (1) (2)	Are they authorized dealers?  What process was used in selecting a service vendor? The What are the hourly rates being charged? \$85.00  (a) Are discounts given on parts?  Has the command shopped for the most cost effective vendors, or work out problems, and the problems of the Area constantly change vendors, or work out problems, and the Area constantly change vendors, and the Area constantly ch	dors?  blems in order to ma gement Manual, wh ed with weekend ma	orized dealership in the ar intain good en making purchases? intenance?	ea.	□ No □ No □ No □ No □ No □ No
b.	(1) (2) (3) (4) (5) (6) If vo. (1) (2) (3)	Are they authorized dealers?  What process was used in selecting a service vendor? The What are the hourly rates being charged? \$85.00  (a) Are discounts given on parts?  Has the command shopped for the most cost effective vendors, or work out problems, the Area constantly change vendors, or work out problems, the AT adhere to policy in HPM 11.2, Materials Manavehicle availability has been a problem, has Area experimentally What percentage of the fleet is needed on weekends?  Are there shortages of vehicles on Mondays?  If more than one AT, are their hours/days scheduled most of the fleet is needed on the fleet is needed to the fleet i	dors?  blems in order to ma gement Manual, whed with weekend ma effectively?	orized dealership in the ar intain good en making purchases? intenance?	ea.   Yes  Yes  Yes  Yes  Yes  Yes  Yes  Y	□ No □ No □ No □ No □ No □ No

### DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

#### FLEET MANAGEMENT

	(2)	Is the Area's vehicle washing procedure practical a	ind econor	mical?		Yes	□No
		(a) Is excessive officer time used to wash vehicles	s?			☐ Yes	☑ No
	(3)	Is there more than one car wash facility available?			W-001	✓ Yes	□No
	(4)	Are vehicles being excessively washed or detailed	?			☐ Yes	☑ No
	(5)	Does the Area have a maintenance worker or janite	or wash ca	ars?		☐ Yes	✓ No
	(6)	Is there any other program that can be of assistance	ce in wash	ing cars?		☐ Yes	☑No
d.	Но	w do officers report defective equipment? Vehicle	defect rep	oorts are available at	the patrol vehicle key cl	neck board ne	xt to the A
-	of	fice.					
	(1)	Who is authorized to declare a vehicle unsafe for p	atrol? ^	rea Commander, Ar	rea Sergeants and Shift (	olC's.	
		(a) Who determines when a vehicle is safe after r	epair or ch	necking of defects? A	Area AT, Area Sergeant.	or Shift OIC	
		(b) Does he/she sign off the report form and indic	ate what h	nas been done?		✓ Yes	□No
		(c) Is this system effective?				✓ Yes	□No
		(d) How long are records kept? Life of vehicle.					
		(e) Is there a system in place to check vehicles for	r defects	after high speed purs	suits?	✓ Yes	□ No
M	ILEA	AGE MANAGEMENT		Yes, 09/2008	No REQUIRED	CORRECTE:	D
а.	Do	es Area have a system to ensure equitable mileage	accumula			∀es	□No
	(1)	Are vehicles run out in the same order they are rec	ceived?			✓ Yes	□No
	(2)		as so that	vehicles are run out	at regular intervals?	✓ Yes	□No
	(4)	Is there an appropriate spread of odometer reading	90 00 11141				
	(2)	Is there an appropriate spread of odometer reading  (a) If not, can adjustments be made to accomplis				☐Yes	□ No
b.			h this?	nments and fleet mile	eage averaging.	☐ Yes	□ No
b.		(a) If not, can adjustments be made to accomplis	h this?	nments and fleet mile	eage averaging.	Yes	□ No
b.	Но	(a) If not, can adjustments be made to accomplis	h this? ority assign			☐ Yes	□ No
þ.	Но	(a) If not, can adjustments be made to accomplish ow are adjustments to mileage accomplished? Prior	h this? ority assign				
b.	Ho (1)	(a) If not, can adjustments be made to accomplish ow are adjustments to mileage accomplished? Prior Do field supervisors and officers understand their Does the AT understand what is required?	h this? crity assign	ility in vehicle assign		√ Yes	□No
b.	(1)	(a) If not, can adjustments be made to accomplished are adjustments to mileage accomplished? Prior Do field supervisors and officers understand their Does the AT understand what is required?  Does the Area have a "personalized vehicle assignation."	h this? brity assign responsib nment" pro	ility in vehicle assigni ogram?		✓ Yes ✓ Yes ✓ Yes	□ No □ No
b.	(1)	(a) If not, can adjustments be made to accomplished are adjustments to mileage accomplished? Prior Do field supervisors and officers understand their Does the AT understand what is required?  Does the Area have a "personalized vehicle assignation."	h this? brity assign responsib nment" pro	ility in vehicle assigni ogram?	ments?	✓ Yes ✓ Yes ✓ Yes	□ No □ No
b.	(1)	(a) If not, can adjustments be made to accomplish ow are adjustments to mileage accomplished? Prior Do field supervisors and officers understand their Does the AT understand what is required?  Does the Area have a "personalized vehicle assignation of the Area have a "personalized vehicle assignation".	h this? brity assign responsib nment" pro	ility in vehicle assigni ogram?	ments?	✓ Yes ✓ Yes ✓ Yes	□ No □ No
	(1) (2) (3)	(a) If not, can adjustments be made to accomplish ow are adjustments to mileage accomplished? Prior Do field supervisors and officers understand their Does the AT understand what is required?  Does the Area have a "personalized vehicle assignation of the Area have a "personalized vehicle assignation".	h this? responsib nment" pr	ility in vehicle assigni ogram?	ments?	✓ Yes ✓ Yes ✓ Yes	□ No □ No
	(1) (2) (3)	(a) If not, can adjustments be made to accomplish ow are adjustments to mileage accomplished? Prior Do field supervisors and officers understand their Does the AT understand what is required?  Does the Area have a "personalized vehicle assign (a) If so, how does it effect mileage averaging?  Operations Supervisor.	h this? responsib nment" pr	ility in vehicle assigni ogram?	ments?	✓ Yes ✓ Yes ✓ Yes	□ No □ No
	(1) (2) (3)	(a) If not, can adjustments be made to accomplish ow are adjustments to mileage accomplished? Prior Do field supervisors and officers understand their Does the AT understand what is required?  Does the Area have a "personalized vehicle assign (a) If so, how does it effect mileage averaging?  Operations Supervisor.	h this? responsib nment" pr	ility in vehicle assigni ogram?	ments?	✓ Yes ✓ Yes ✓ Yes	□ No □ No

# STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

#### FLEET MANAGEMENT

	(2) What has been the condition of vehicles returned to FO	S? Good operating con	dition and vehicle cleanl	iness commens	urate with
	mileage and age of vehicle.				
	(3) Are the right equipment options completed?			✓ Yes	□No
5. A	UTOMOTIVE WORK AREA/EQUIPMENT	Yes, 09/2008	ACTION REQUIRED Yes	CORRECTED	
a.	. Is there adequate space and comfort in the AT office?			✓ Yes	□No
	(1) Is the office arranged neatly, and are all bulletins and m	nanuals current?		Yes	✓ No
	(2) Does the AT maintain a service and flat rate manual?			✓ Yes	□No
b.	. Is the space for working on vehicles adequate?			☐Yes	☑ No
	(1) Is it clean and organized?			☐ Yes	☑ No
C.	Does the AT have the supply of tools listed in HPM 31.1, Fle	eet Operations Manual, (	Chapter 6?	☐ Yes	☑ No
	(1) Is there an inventory?			✓ Yes	□No
	(a) When was it last checked?			Yes	□No
	(2) Are the tools located where they can be easily accessed	d by the AT when workir	ng on vehicles?		□No
	(a) Are they clean and properly maintained?			☐ Yes	☑ No
	(b) Is there security for the tools when the AT is not pro	esent?		☐ Yes	✓ No
	(c) Who has access to the tools?			☐ Yes	□No
d.	Does the AT have the equipment necessary to perform all re	equired tasks?		✓ Yes	□No
	(1) If not, has it been budgeted for and/or ordered?			☐ Yes	☑ No
е.	Is the equipment neat, clean and in good repair?				□No
	(1) Have replacements been planned and budgeted for?			✓ Yes	□No
f.	Are there additional tools or items of equipment needed?			✓ Yes	□No
	(1) Could the AT be more effective if they were available?				□No
	(2) Can they and/or have they been requisitioned or reques	sted?		☐Yes	✓ No
6. TI	RES, PARTS AND SUPPLIES	Yes, 09/2008	Yes	CORRECTE	D
a.	Is the space provided for parts and supplies adequate?			Yes	☑ No
	(1) If not, can more space be provided?			☐ Yes	☑ No
	(2) Is the space neatly and logically organized?			✓ Yes	□No
	(3) Is there adequate security?			☐ Yes	☑ No
	(4) Who has access to the parts/supplies? All personnel.				
	(5) Are batteries stored in a dry location, off the cement flo	or?		✓ Yes	□No
——b.	Are automotive parts and supplies inventoried and maintain	ned in Fleet Focus (FF) a	as required?	✓ Yes	□No

### DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

#### FLEET MANAGEMENT

_					
C.	. Are reasonable numbers of parts/supplies stocked?		775	√ Yes	□No
	(1) Are there obsolete parts on hand?				✓No
d.	. Does Area stock parts/supplies purchased by the Department, an	d provide them to t	the vendor for installation?	✓ Yes	□No
е.	. Are adequate records maintained for tires, and are all tires accoun	nted for?		✓ Yes	□No
	(1) Are tire requests properly documented and ordered through the Business Services Section?	he Purchasing Ser	vices Unit of	✓ Yes	□No
	(2) Are proper guidelines in place for record keeping?			✓ Yes	□No
	(a) Are records reviewed by management?			✓ Yes	□No
	(3) Are tires properly safeguarded from theft or misuse?			✓ Yes	□No
	(a) How are tires stored? New tires are secured on tire ra	acks inside the serv	vice bay. Used tires are pla	iced outside	on tire rack
	(4) Is access to the tires restricted to the AT and his/her assistan	nt or backup?	****	☐ Yes	✓No
	(5) Does Area provide motorcycle vendors with a stock of tires?		N/A	☐ Yes	□No
	(6) Does it appear tires are being replaced prematurely?			Yes	☑ No
	(7) Are adequate records maintained for used tires?			✓ Yes	□No
	(a) Is the disposition of used tires within policy?			✓ Yes	□No
f.	How are old tires/batteries disposed of? Service by contract ver	ndor.			
	(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (C	CHP 265) sent to pr	ospective bidders?	✓ Yes	□No
	(2) Are either tires or batteries being traded to offset installation	costs?		Yes	☑ No
	(3) Are the provisions of any tire or battery disposal contract being	ng met?		☑ Yes	□No
g.	. Are Material Safety Data Sheets (MSDS) posted as required?			✓ Yes	□No
	(1) Are all containers (other that the original) containing hazardo	ous materials prope	erly marked? N/A	☐ Yes	□ No
h.	. Has the quarterly count of parts, tires, accessories and supplies b	been conducted?		✓ Yes	□No
	(1) Who conducted the count? Fleet Operations Supervisor (pr	reviously Sergeant	J. Lewis)		
Fl	UEL DISPENSING FACILITY	EVALUATED Yes 09/2008	ACTION REQUIRED	CORRECT N/A	ED
_	. Normally, is all fuel used by departmental personnel dispensed the command location?			Yes	✓ No
	(1) What procedures have been established for purchasing fuel	from service static	ons in emergencies?		

# DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

#### FLEET MANAGEMENT

OTT	4307 (Nov. 0-00) OF 1 000		
	(2) Is there a written policy, and is it complied with?	Yes	□No
b.	Is the fuel island clean and neat?	☐Yes	□No
	(1) Does it need repair or painting?	Yes	□No
	(2) Are fuel, water and air hoses in good repair?	✓ Yes	□No
	(3) Is the break-away coupler installed?	Yes	□No
	(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	☐ Yes	□No
	(5) Is there a clean oil storage rack?	✓ Yes	□No
	(6) Is the lighting adequate?	Yes	□No
	(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	Yes	□No
	(8) Have problems been reported to Facilities Section?	☑ Yes	□No
C.	Is there an adequate amount of supplies available to officers?	Yes	□No
d.	Who fuels the vehicles? Area Officers are responsible for refueling the patrol vehicles.		
	(1) Are fluids and tires checked during fueling?	✓ Yes	□No
e.	Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	□Yes	□No
	(1) Are pump meters and the storage tank properly safeguarded?	☐ Yes	□No
	(2) Who has access to the keys to lock the meters and the storage tank?		
	(3) Is gasoline measured before and after deliveries?	Yes	□ No
f.	What method is used to log fuel and oil used in individual vehicles?		
	(1) Are records maintained as required?	Yes	□ No
	(2) What is done to reconcile differences of more than 2-3 gallons daily?		
g.	Does the physical inventory reasonably balance with the metered inventory each month?	Yes	□No
	(1) When was the pump meter last checked for accuracy?		
h.	Is there a contract for fuel?	☐Yes	□ No
	(1) How often is the fuel supply replenished?		
	(2) At what level is it refilled?		
i,	How does the Area secure the fuel pumps when they are not in use?		
	(1) Is the system adequate?	☐ Yes	□ No
	(2) Is it utilized by all personnel?	☐ Yes	□ No

#### FLEET MANAGEMENT

8. SAF	ETY	Yes, 10/2008	ACTION REQUIRED	CORRECTED N/A	
a. D	poes the Area conduct an inspection of the facility twice each ye	ar to detect safety h	nazards?	☑ Yes	□No
(1	) Are the AT's work areas inspected?			✓ Yes	□No
b. A	re there possible unsafe conditions within the AT's work areas?	) "		☐ Yes	✓ No
(1	) Is the shop floor clean and free of any spills?		-	✓ Yes	□No
(2	2) Are electrical cords or hoses posing a hazard?			☐ Yes	☑ No
(3	Are fire extinguishers charged, inspected and of the proper	type?		✓ Yes	□No
(4	Are any batteries leaking or stored improperly?			☐ Yes	✓ No
(5	i) Are there loose items on the floor?			☐ Yes	☑ No
(6	i) Is the bench grinder firmly affixed, and are there safety glas	ses available?		✓ Yes	□No
	(a) Are they worn by the AT?				□ No
(7	) Is the battery charger in a safe place?			✓ Yes	□No
(8	) Are masks available for AT's to wear when servicing brakes	?			□No
	(a) If yes, are they worn?			✓ Yes	□No
(9	) Are jack stands properly utilized?			✓ Yes	□ No
Ь	/hat is the Area occupational safety record as it relates to fleet e located.				
(1	) Have any injuries been prevented with an improved safety a	wareness program	ACTION REQUIRED	✓ Yes	N₀
. VEH	ICLE RECORDS AND MAINTENANCE	Yes, 10/2008	No		
a. A	re fleet records logically filed?			✓ Yes	□ No
(1	) Are they conveniently located and available to the AT and s	upervisor?		✓ Yes	□No
(2	) Do files contain all required documents?			✓ Yes	□ No
****	(a) If documents are not in files, where are they located?	Fleet Focus			
b. D	o the Fleet Focus (FF) documents comply with the instructions	in HPM 31.1, Flee	t Operations Manual?	✓ Yes	□No
(1	) Are documents legible and complete?	(1) (1) (1) (1) (1) (1) (1) (1) (1) (1)		✓ Yes	□No
(2	) Who reviews the FF reports? Area Fleet Operation Superv	isor and Area Com	nander		
,(3	) How is the information used in Area's fleet administration?	Information is util	ized to ensure Area fleet	is safely main	tained.
c. Is	the CHP 424 current?			✓ Yes	□ No
(1	) Does the CHP 424 reveal any unusual repair patterns or du	plicate services?		☐ Yes	☑ No

# DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

#### FLEET MANAGEMENT

(	2) Have required se	rvices been done at the proper m	nileage?	7		✓ Yes	□ No
d. I	s the Area using the	most effective and economical me	ethod of re	pairing/maintaining	the fleet?	✓ Yes	□No
(	1) Are hourly rates i	n line with prevailing rates?				✓ Yes	□No
(	2) Does the AT refe	r to manuals for invoice cost infor	rmation?			✓ Yes	□No
(	3) Is work being dor	ne by vendors that should be done	e by the AT	Γ?		☐ Yes	✓ No
(	4) Are there any wa	rranty problems?				☐ Yes	☑ No
	(a) If so, are the	y being resolved?				Yes	□ No
(	5) Is the credit card	being used in lieu of an invoice?				Yes	☑ No
(	6) Does the comma	nder or his/her designee review a	and/or appr	rove invoices?		✓ Yes	□No
	(a) If so, is there	a threshold limit, and how is the a	approval in	idicated on the invo	ice? No threshold limit.	All invoices a	ire stampe
	and signed by	y approving authority					
e. I	o invoices indicate p	parts are being supplied by the Ch	HP?			✓ Yes	□No
(	1) If parts are on inv	voices, does the vendor give a dis	scount?			☑ Yes	□No
f. A	re fleet operations bu	ulletins maintained and accessible	e to the AT	?			□No
), C(	NDITION OF THE F	LEET		Yes. 10/2008	ACTION REQUIRED	CORRECTED	
a. l	Jsing a CHP 33E, Ve	hicle Inspection Checklist, as a g	guide, are t	here any patterns o	r problems identified?	Yes	☑ No
(	l) Have any unauth	orized modifications been made	on vehicles	s?		☐ Yes	☑ No
. M	TORCYCLES			EVALUATED NO	ACTION REQUIRED	CORRECTED N/A	
a. I	the Area command	er involved and kept informed of	motorcycle		(2.16-3)	Yes	□No
		objectives clearly understood by t				Yes	□No
		ave an up-to-date SOP relating to			****	☐ Yes	□No
b. <i>F</i>	re motorcycles being	g deployed in conformance with c	departmen	tal policy and Fleet	Operations Bulletins?	☐ Yes	□No
		being used on beats with predom				☐ Yes	□ No
_		used for special duty officer trans				☐ Yes	□No
		parked at the Area office during v			 off?	☐ Yes	□No
_		Bulletins pertaining to motorcycle				Yes	□No
		n place to verify understanding ar				T	
`	,	,	- : · · · · · ·				
(	2) Are Bulletins disc	:ussed with riders?				☐ Yes	☐ No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

### AREA MANAGEMENT EVALUATION

#### FLEET MANAGEMENT

	(1)	Is there a Defensive Rider Program?	☐ Yes	□No
	(2)	Is there a sufficient number of CMTOs?	☐Yes	□No
	(3)	What is the Area's safety record?		
_		(a) How does it compare with Division and statewide rates?		
	(4)	Does the Area conduct quarterly motorcycle training?	☐ Yes	□No
		(a) Are mandatory exercises being conducted?	Yes	□No
		(b) Are ride-alongs being conducted on a regular basis and properly documented?	Yes	No
e	Аге	e emergency radio repairs made at the office or at the radio shop?		
	(1)	Are the arrangements satisfactory?	☐ Yes	□No
	(2)	Is the repair person proficient?	☐ Yes	□No
	(3)	Is service available on weekends?	Yes	□No
	(4)	Are motorcycles down for unreasonable amounts of time because of poor service?	Yes	□No
	(5)	Are any motorcycles being operated with radios in a defective condition?	Yes	□ No
	(6)	Are any repairs being done by riders?	☐ Yes	□ No
	(7)	Does the Area swap radios with idle units to reduce down time?	☐ Yes	□ No
		(a) If so, are radios being returned to the original units or reported to Telecommunications Section?	Yes	□No
g.	ls th	here adequate space to park and/or store motorcycles?	Yes	□No
	(1)	Is safety compromised?	□Yes	□No
	(2)	Are units parked near an entrance causing foot traffic to be inhibited?	☐ Yes	□No
	(3)	Are preventative measures in place to avoid problems caused by oil drippings?	☐ Yes	□No
	(4)	Are parked motorcycles susceptible to theft or vandalism?	☐ Yes	□No
	(5)	When garaged at home, is the motorcycle in a covered, secured area?	☐ Yes	□No
		(a) Has it been inspected and approved?	☐ Yes	□ No
		(b) Are records of the approval on file?	☐ Yes	□No
h.		s the motorcycle program supervisor developed a workable procedure for storing and accounting for proved supplies and equipment replacements?	□Yes	□No
	(1)	Do equipment and accessory times comply with departmental regulations?	☐ Yes	□No
	(2)	Is there ample supply available?	☐ Yes	□No
	(3)	Are spare tires available?	☐ Yes	□No
	(4)	Is a battery charger available?	Yes	□No

#### DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

#### AREA MANAGEMENT EVALUATION

#### FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

_				
	(5)	Is there security and an accurate inventory kept?	Yes	□No
i.	Wha	t arrangements have been made for servicing and repairing motorcycles?	- H10001 T	
	(1)	Is it satisfactory and cost effective?	Yes	□No
	(2)	Does the maintenance program minimize officer and vehicle down time?	Yes	□No
	(3)	How is repair work verified?		
	(4)	Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?	Yes	□No
		(a) Is a supervisor's permission required?	☐Yes	□No
		(b) Is there a SOP covering this aspect of motorcycle operation?	☐ Yes	□No
	(5)	If not ridden, how are motorcycles transported to vendors for repairs?		
	(6)	Does the Area have a motorcycle trailer?	Yes	□No
		(a) How often is it used?		
		(b) If one is not available, has Area budgeted for one?	☐ Yes	□No
j.	Are \	vehicle files logically kept and up-to-date?	☐ Yes	□ No
0	(1)	Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?	☐ Yes	□No
	(2)	Does the motorcycle supervisor review all motorcycle invoices?	Yes	□No
	(3)	Is service up-do-date?	Yes	□No
k.		daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, thly Motorcycle Inspection List, completed as required?	Yes	□No
	(1)	Are mechanical discrepancies recorded with the date noted and date corrected?	☐ Yes	□No
	(2)	Are the forms filed for the life of the motorcycle?	☐ Yes	□No
l.	Utiliz Area	ing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?	☐ Yes	□No
-	_			

5.a.(1) and 5.b.(1) - The Sonora Area AT, Mr. R. White, #11526, is solely responsible for the general upkeep and cleanliness of both the Area AT office and service bays. Generally, the AT office and service bays are well organized and clean only after AT White is given specific direction by Area supervision or management to police the areas.

ACTION: Area Fleet Operations Supervisor, currently Sergeant S. Clamp, #12345, will monitor the cleanliness and general upkeep of the Area AT office and service bays. Sgt. Clamp will counsel AT White as deemed necessary. If counseling proves ineffective by the end of December 2008, the proper steps of progressive discipline will be enforced to provide clear direction to AT White to guarantee AT White is aware of the importance of ensuring a clean, hazard free, work environment.

### AREA MANAGEMENT EVALUATION SUPPLEMENT

CHP 454 (Rev. 5-06) OPI 009

SECTIONS	COMMENTS		
5.h	The Sonora Area maintenance bay used by AT White to service dep	artmental vehicles	is inadequate
	in size thus creating an unsafe work environment. The service bay i		
	sufficient clearance on both sides of the vehicle lift to safely navigat		
	Automotive supplies and parts are maintained on shelves on both side		
	the area which AT White can walk around a vehicle raised on the life	it or not.	
	ACTION: AT White will relocate the automotive supplies and parts	located on one sid	e of the bay
	and clear a workable area on the north side of the service bay by Do		
5.c, 5(e).(1).(a)	The tool inventory available for AT White to use on a daily basis is	inadequate. Sever	al necessary
	tools such as screwdrivers and wrenches have disappeared over year	11'S.	
	ACTION: AT White will draft a list of needed tools and provide t	he list to Area by I	December 1:
	2008. Area management should budget funds to provide AT White	e the requested tool	S.
5.c.(2)(a), 5.c.(2)(b), and 5.c.(2)(c)	The tools maintained by Area have been used to the point of disrepa	air. Area has not p	urchased ne
5,f and 5.f.(2)	hand tools in recent years resulting in an inadequate inventory for A	T White to perform	1)
	required basic services. The tools used by AT White are located in	an unsecured tool	chest and
	several cabinet drawers located in the service bay. The tools are un	nsecured and subje	ct to be
	removed by anyone entering the service bay area.		
5.c.(2)(a), 5.c.(2)(b), 5.c.(2)(c), and	ACTION: AT White will prepare a list of necessary tools he require	es to perform his d	uties and
5.f. and 5.f.(2)	submit the list to Area by December 15, 2008. In turn, Area should	l request permissio	n to purchas
	the necessary tools through proper channels or through the departm	nental budget proce	ess. Area
	should purchase a tool chest or other type of cabinet that the Area A	AT can properly see	cure all the
	tools.		
5.a and 6.a.(2)	Storage space at the Area office is limited. Maintaining an adequate	e supply of automo	otive
	parts and supplies is a challenge due to the lack of storage space.		
	ACTION: Area management is currently in negotiations with Facil	ities Section for th	е
	procurement of a new facility with adequate storage space. Once in	n the planning stag	es, the issue
THE STATE OF THE S	of storage space will be of primary concern.		
	(continued)		
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# DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION SUPPLEMENT

CHP 454 (Rev. 5-06) OPI 009

SUBJECT: Fleet Management, Chapter	·	DATE: 09/2008
SECTIONS	COMMENTS	
7.a.(1), 7.a.(1)(a), and 7.a.(2)	Due to the remote location and limited number of fueli	ng establishments located within the
	jurisdictional boundaries of the Area, Area has not ent	ered into an agreement for emergency fuel
	supplies.	
	ACTION: None necessary.	- Calling Control
7.b.(1) through (8); 7.c.; 7.d; 7.d.(1);	The fueling equipment, including pumps and tanks, wa	as removed from the facility in early 2008.
7.e.; 7.e.(1)(2) and (3); 7.f.; 7.f.(1) and	Area personnel fuel their state vehicles at various local	fueling stations. There are no plans to
2); 7.g.; 7.g.(1); 7.h.; 7.h.(1) and (2);	replace the fueling equipment at the Area office, a least	ed building, due to not wanting to spend large
7.i; 7.i.(1) and (2)	amounts of money on an aging facility.	
	ACTION: None necessary.	
11.	There are no state motorcycles assigned to the Sonora	Area.
	ACTION: None necessary.	
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STATE OF CALIFORNIA

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUATION

# AREA MANAGEMENT EVALUATION FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

AREA	DIVISION	NUMBER
Fort Tejon Area	Central	430
EVALUATED BY		DATE
Sgt. M. Rhoades, #9	242	02/24/2008

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION	SUSPENSE DATE	
☐ Formal Evaluation ☐ Informal Evaluation	SUSPENSE DATE	
Correction Report  Yes No BY	COMMANDER'S REVIEW LT	DATE 2-49-08
1. AREA ADMINISTRATION	ACTION REQUIRED No.	CORRECTED
a. Is there a clear line of supervision and accountability for the Area	a's fleet management?	☑ Yes ☐ No
(1) Is the Area commander involved and informed?		☑ Yes ☐ No
(a) Does he/she monitor invoices?		☑ Yes ☐ No
(2) Who is authorized to approve invoices? Commander, see	ergeants.	
		1100 100 100 100 100 100 100 100 100 10
b. What is the background experience of the Automotive Technician	(AT)? Engine overhaul school, various	Departmental In-Service
training. Automotive background.		
(1) Are sufficient instructions and training provided?		☑ Yes ☐ No
(2) Is he/she a qualified mechanic at journey person level?		☑ Yes ☐ No
(3) Does he/she attend training on new model vehicles?		☑ Yes ☐ No
(4) Does the AT have good rapport with Area personnel and ven	dors?	☑ Yes ☐ No
(5) Does the AT ensure vehicles are available at shift change?		☑ Yes ☐ No
(6) Does the AT periodically attend staff meetings?		☑ Yes ☐ No
(7) Does the AT have ideas/suggestions for improving the progra	am?	☑ Yes ☐ No
c. How much maintenance work is being done by the AT? General	al maintenance.	
(1) Is he/she qualified to perform maintenance and minor repairs	?	☑ Yes ☐ No
(a) If these duties are not being performed, why not?		
	77000	
d. What other duties or responsibilities are placed on the AT? Re	cord maintenance, fuel operations, exchang	ge run out vehicles.
VEHICLE USE	VALUATED ACTION REQUIRED No.	CORRECTED
a. How many "E" Class vehicles are assigned to the Area?		

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#### FLEET MANAGEMENT

CHP 45%F (Rev. 6-06) OPI 009

Granical traditional formation				
(1) Is there an unmarked patrol vehicle assigned for the comm	mander?		☑ Yes	☐ No
(2) If the number of vehicles assigned is in excess of the form	nula, what justification	has been made?	N/A.	
b. Are there procedures in place to ensure there are sufficient vel	nicles available at the	beginning of each shift?	☑ Yes	No
(1) Are officers allowed to perform minor corrections in order t	<del></del>		☑ Yes	□ No
(a) Is there a supply of tools and minor equipment availate		Trans roda.	✓ Yes	
c. What is the justification for any vehicle kept at employees home		On call status.	43 700	
d. Who does the commander allow to ride in vehicles?	Employees only. 🕻 🤅	Exception 13 River	Auers)	
(1) Do supervisors use the CHP 428, Release and Waiver of L	iability?		✓ Yes	□ No
(a) Is the CHP 428 kept for the appropriate period of time	?		✓ Yes	☐ No
3. SERVICE ARRANGEMENTS	EVALUATED	ACTION REQUIRED	CORRECTED .	
a. What vendors are being used for servicing or repairing vehicles	? Jim Burke L	incoln/Mercury in Bakers	field.	
(1) Are they authorized dealers?		*	☑ Yes	□ No
(2) What process was used in selecting a service vendor? L	ocation to Area, relia	bility, fast service.	1	
(3) What are the hourly rates being charged? \$55.00 pe	r hour.			
(a) Are discounts given on parts?		10.	☑ Yes	☐ No
(4) Has the command shopped for the most cost effective vend	ors?		√ Yes	□ No
(5) Does the Area constantly change vendors, or work out problem	ems in order to main	tain good		<u></u>
long-term relationships?			☑ Yes	□ No
(6) Does the AT adhere to policy in HPM 11.2, Materials Manag	·		☑ Yes	□ No
b. If vehicle availability has been a problem, has Area experimented	l with weekend maint	enance?	Yes	☑ No
(1) What percentage of the fleet is needed on weekends?	50%.			
(2) Are there shortages of vehicles on Mondays?			Yes	☑ No
(3) If more than one AT, are their hours/days scheduled most eff	fectively? N/A.		Yes	□ No
(a) Is overtime needed for maximum enforcement periods?			Yes	☑ No
c. Are provisions adequate to ensure regular washing of vehicles?			☑ Yes	☐ No
(1) How are interiors cleaned? Vendor at Area. Interiors are	wiped down and win	dows done.	76-2177-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-	

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#### DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

# AREA MANAGEMENT EVALUATION

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F	L	EET	MANAGEMENT	

(2) Is the Area's vehicle washing procedure practical and economical?  (a) Is excessive officer time used to wash vehicles?  (3) Is there more than one car wash facility available?  (4) Are vehicles being excessively washed or detailed?  (5) Does the Area have a maintenance worker or janitor wash cars?  (6) Is there any other program that can be of assistance in washing cars?  d. How do officers report defective equipment? Defective equipment log in briefiong room.  (1) Who is authorized to declare a vehicle unsafe for patrol? Sergeants, A.T.	✓ Yes  ☐ Yes  ☐ Yes  ☐ Yes  ☐ Yes  ☐ Yes  ☐ Yes	□ No
<ul> <li>(3) Is there more than one car wash facility available?</li> <li>(4) Are vehicles being excessively washed or detailed?</li> <li>(5) Does the Area have a maintenance worker or janitor wash cars?</li> <li>(6) Is there any other program that can be of assistance in washing cars?</li> <li>d. How do officers report defective equipment? Defective equipment log in briefiong room.</li> <li>(1) Who is authorized to declare a vehicle unsafe for patrol? Sergeants, A.T.</li> </ul>	Yes Yes Yes Yes	☑ No ☑ No ☑ No
<ul> <li>(4) Are vehicles being excessively washed or detailed?</li> <li>(5) Does the Area have a maintenance worker or janitor wash cars?</li> <li>(6) Is there any other program that can be of assistance in washing cars?</li> <li>d. How do officers report defective equipment? Defective equipment log in briefiong room.</li> <li>(1) Who is authorized to declare a vehicle unsafe for patrol? Sergeants, A.T.</li> </ul>	Yes Yes	☑ No ☑ No
<ul> <li>(5) Does the Area have a maintenance worker or janitor wash cars?</li> <li>(6) Is there any other program that can be of assistance in washing cars?</li> <li>d. How do officers report defective equipment? Defective equipment log in briefiong room.</li> <li>(1) Who is authorized to declare a vehicle unsafe for patrol? Sergeants, A.T.</li> </ul>	Yes Yes	☑ No
<ul> <li>(6) Is there any other program that can be of assistance in washing cars?</li> <li>d. How do officers report defective equipment? Defective equipment log in briefiong room.</li> <li>(1) Who is authorized to declare a vehicle unsafe for patrol? Sergeants, A.T.</li> </ul>	Yes	
d. How do officers report defective equipment? Defective equipment log in briefiong room.  (1) Who is authorized to declare a vehicle unsafe for patrol? Sergeants, A.T.		☑ No
(1) Who is authorized to declare a vehicle unsafe for patrol? Sergeants, A.T.		
(a) Who determines when a vahicle is safe after repair or checking of defeate?		
(a) Who determines when a vehicle is sale after repair of checking of delects?		
(b) Does he/she sign off the report form and indicate what has been done?	✓ Yes	□ No
(c) Is this system effective?	☑ Yes	□ No
(d) How long are records kept? 12 months.		
(e) Is there a system in place to check vehicles for defects after high speed pursuits?	✓ Yes	☐ No
MILEAGE MANAGEMENT EVALUATED ACTION REQUIRED No.	CORRECTED	
a. Does Area have a system to ensure equitable mileage accumulation on all vehicles?	☑ Yes	□ No
(1) Are vehicles run out in the same order they are received?	☑ Yes	☐ No
(2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals?	☑ Yes	☐ No
(a) If not, can adjustments be made to accomplish this?	Yes	☐ No
b. How are adjustments to mileage accomplished?  Adjust usuage when necessary.		
(1) Do field supervisors and officers understand their responsibility in vehicle assignments?	☑ Yes	☐ No
(2) Does the AT understand what is required?	✓ Yes	□ No
(3) Does the Area have a "personalized vehicle assignment" program?	✓ Yes	□ No
(a) If so, how does it effect mileage averaging?  No effect.		
How does the Area project run outs? A.T. keeps average monthly mileage reports from 33 books and fuel log	25.	
(1) Is FOS provided 30-45 days advance notice?	☑ Yes	□No

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#### DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

#### FLEET MANAGEMENT

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CHP 453F (Rev. 6-06) OPI 009				
(2) What has been the condition of vehicles returned to FC	OS? Above average			
(3) Are the right equipment options completed?			√ Yes	□ No
5. AUTOMOTIVE WORK AREA/EQUIPMENT	EVALUATED	ACTION REQUIRED No.	CORRECTED	
a. Is there adequate space and comfort in the AT office?		A Section of the sect	√ Yes	☐ No
(1) Is the office arranged neatly, and are all bulletins and m	nanuals current?		✓ Yes	☐ No
(2) Does the AT maintain a service and flat rate manual?			√ Yes	☐ No
b. Is the space for working on vehicles adequate?	(M1991) 1-2		✓ Yes	☐ No
(1) Is it clean and organized?		-	☑ Yes	☐ No
c. Does the AT have the supply of tools listed in HPM 31.1, Fle	et Operations Manual,	Chapter 6?	✓ Yes	☐ No
(1) Is there an inventory?		1/2 327	☑ Yes	☐ No
(a) When was it last checked? June 200	7		☑ Yes	☐ No
(2) Are the tools located where they can be easily accessed	by the AT when worki	ng on vehicles?	☑ Yes	☐ No
(a) Are they clean and properly maintained?		1240 11915-0	✓ Yes	□ No
(b) Is there security for the tools when the AT is not pre	sent?		✓ Yes	☐ No
(c) Who has access to the tools? All DAGE	PERSONNEL		Yes	☐ No
d. Does the AT have the equipment necessary to perform all rec			√ Yes	☐ No
(1) If not, has it been budgeted for and/or ordered?		W	Yes	☐ No
e. Is the equipment neat, clean and in good repair?	20		☑ Yes	☐ No
(1) Have replacements been planned and budgeted for?			☑ Yes	☐ No
f. Are there additional tools or items of equipment needed?		#15412	Yes	☑ No
(1) Could the AT be more effective if they were available?	N/A.		Yes	□ No
(2) Can they and/or have they been requisitioned or requeste	ed? N/A.		Yes	☐ No
TIRES, PARTS AND SUPPLIES	EVALUATED	ACTION REQUIRED No.	CORRECTED	
a. Is the space provided for parts and supplies adequate?			☑ Yes	☐ No
(1) If not, can more space be provided?			☐ Yes	□ No
(2) Is the space neatly and logically organized?			☑ Yes	☐ No
(3) Is there adequate security?			☑ Yes	☐ No
(4) Who has access to the parts/supplies? A.T.				
(5) Are batteries stored in a dry location, off the cement floor?	,	11 - 25 - 28	☑ Yes	□ No
b. Are automotive parts and supplies inventoried and maintained	in Fleet Focus (FF) as	required?	☑ Yes	☐ No
2 453F (Rev. 6-06) Page 4 Destroy Pr	evious Editions			c4531606.frp

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AREA MANAGEMENT EVALUATION FLEET MANAGEMENT CHP 453F (Rev. 6-06) OPI 009				
c. Are reasonable numbers of parts/supplies stocked?			☑ Yes	□ No
(1) Are there obsolete parts on hand?			☐ Yes	☑ No
d. Does Area stock parts/supplies purchased by the Departmen	t, and provide them to the	vendor for installation?	☑ Yes	□ No
e. Are adequate records maintained for tires, and are all tires ac	counted for?		√ Yes	□ No
(1) Are tire requests properly documented and ordered through Business Services Section?	igh the Purchasing Servic	es Unit of	☑ Yes	□ No
(2) Are proper guidelines in place for record keeping?			☑ Yes	□No
(a) Are records reviewed by management?			☑ Yes	☐ No
(3) Are tires properly safeguarded from theft or misuse?			☑ Yes	☐ No
(a) How are tires stored? In racks in garage and two	o locked storage sheds.			
(4) Is access to the fires restricted to the AT and his/her assis	stant or backup?		☑ Yes	☐ No
(5) Does Area provide motorcycle vendors with a stock of tires?			Yes	□ No
(6) Does it appear tires are being replaced prematurely?			☐ Yes	☑ No
(7) Are adequate records maintained for used tires?			☑ Yes	☐ No
(a) Is the disposition of used tires within policy?			☑ Yes	☐ No
f. How are old tires/batteries disposed of? Tires go to license	ed haulers. Batteries go to	battery vendor when re	placed.	
(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors	(CHP 265) sent to prosp	ective bidders?	☑ Yes	☐ No
(2) Are either tires or batteries being traded to offset installation	on costs?		Yes	☑ No
(3) Are the provisions of any tire or battery disposal contract b	eing met?		☑ Yes	□ No
g. Are Material Safety Data Sheets (MSDS) posted as required?			☑ Yes	□ No
(1) Are all containers (other that the original) containing hazare	dous materials properly r	narked?	☑ Yes	☐ No
h. Has the quarterly count of parts, tires, accessories and supplies	s been conducted?		☑ Yes	☐ No
(1) Who conducted the count? A.T. and fleet supervisor.				
		-		
FUEL DISPENSING FACILITY	EVALUATED	ACTION REQUIRED No.	CORRECTED	-
Normally, is all fuel used by departmental personnel dispensed command location?	through the fuel facility a	t the	☑ Yes	□No
(1) What procedures have been established for purchasing fue	from service stations in	emergencies? Credit	card.	

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(a) Is self-service or full-service used?

Self.

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#### FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009		
(2) Is there a written policy, and is it complied with?	☑ Yes	☐ No
b. Is the fuel island clean and neat?	☑ Yes	☐ No
(1) Does it need repair or painting?	☐ Yes	☑ No
(2) Are fuel, water and air hoses in good repair?	☑ Yes	☐ No
(3) Is the break-away coupler installed?	☑ Yes	☐ No
(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	☑ Yes	☐ No
(5) Is there a clean oil storage rack?	☑ Yes	☐ No
(6) Is the lighting adequate?	☑ Yes	☐ No
(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	☑ Yes	☐ No
(8) Have problems been reported to Facilities Section?	Yes	☐ No
c. Is there an adequate amount of supplies available to officers?	☑ Yes	☐ No
d. Who fuels the vehicles? Officers.		
(1) Are fluids and tires checked during fueling?	☑ Yes	□ No
e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	☑ Yes	☐ No
(1) Are pump meters and the storage tank properly safeguarded?	☑ Yes	☐ No
(2) Who has access to the keys to lock the meters and the storage tank? A.T. and supervisors.		
(3) Is gasoline measured before and after deliveries? VEEDER -ROOT	✓ Yes	☐ No
f. What method is used to log fuel and oil used in individual vehicles? Log sheet at fixel island. Log is veri	fied daily by A	.Т.
(1) Are records maintained as required?	☑ Yes	☐ No
(2) What is done to reconcile differences of more than 2-3 gallons daily?  No decrepancies to date	e	
g. Does the physical inventory reasonably balance with the metered inventory each month?	☑ Yes	☐ No
(1) When was the pump meter last checked for accuracy? 02/14/2008.		
h. Is there a contract for fuel?	☑ Yes	☐ No
(1) How often is the fuel supply replenished? Every two months.		
(2) At what level is it refilled? 24"		
i. How does the Area secure the fuel pumps when they are not in use?  Locks.		
(1) Is the system adequate?	☑ Yes	□ No
(2) Is it utilized by all personnel?	☑ Yes	□ No

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## AREA MANAGEMENT EVALUATION FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

8. SAFETY	EVALUATED	No.	CORRECTED	
a. Does the Area conduct an inspection of the facility twice eac	h year to detect safety ha	zards?	√ Yes	☐ No
(1) Are the AT's work areas inspected?	<del></del>	11.00	√ Yes	☐ No
b. Are there possible unsafe conditions within the AT's work are	eas?		Yes	☑ No
(1) Is the shop floor clean and free of any spills?			✓ Yes	☐ No
(2) Are electrical cords or hoses posing a hazard?			Yes	☑ No
(3) Are fire extinguishers charged, inspected and of the prop	per type?		☑ Yes	☐ No
(4) Are any batteries leaking or stored improperly?			Yes	☑ No
(5) Are there loose items on the floor?			Yes	☑ No
(6) Is the bench grinder firmly affixed, and are there safety g	lasses available?		☑ Yes	□No
(a) Are they worn by the AT?			✓ Yes	☐ No
(7) Is the battery charger in a safe place?			☑ Yes	☐ No
(8) Are masks available for AT's to wear when servicing brak	kes?		✓ Yes	☐ No
(a) If yes, are they worn?			✓ Yes	☐ No
(9) Are jack stands properly utilized?			☑ Yes	□No
c. What is the Area occupational safety record as it relates to fle	et management? Exce	llent.		
*		×		m.C
(1) Have any injuries been prevented with an improved safety	y awareness program?	ひゃくとうしょう	Yes	☐ No
. VEHICLE RECORDS AND MAINTENANCE	EVALUATED	No.	CORRECTED	
a. Are fleet records logically filed?			☑ Yes	☐ No
(1) Are they conveniently located and available to the AT and	l supervisor?		☑ Yes	☐ No
(2) Do files contain all required documents?			☑ Yes	☐ No
(a) If documents are not in files, where are they located?				
		× ×		
b. Do the Fleet Focus (FF) documents comply with the instruction	ns in HPM 31.1, Fleet Op	erations Manual?	☑ Yes	☐ No
(1) Are documents legible and complete?			☑ Yes	☐ No
(2) Who reviews the FF reports? Fleet operations service	ces - Sacramento.		<i>'</i>	
(3) How is the information used in Area's fleet administration?	Mileage av	reraging, cost reduction	ons.	
c. Is the CHP 424 current?			✓ Yes	☐ No
(1) Does the CHP 424 reveal any unusual repair patterns or de	uplicate services?		Yes	☑ No
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### FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009				
(2) Have required services been done at the proper mileage?			☑ Yes	☐ No
d. Is the Area using the most effective and economical method of repairing/maintaining the fleet?				□ No
(1) Are hourly rates in line with prevailing rates?			☑ Yes	□ No
(2) Does the AT refer to manuals for invoice cost information?	•		☑ Yes	□ No
(3) Is work being done by vendors that should be done by the	(3) Is work being done by vendors that should be done by the AT?			☑ No
(4) Are there any warranty problems?			Yes	☑ No
(a) If so, are they being resolved? WH.			☐ Yes	☐ No
(5) Is the credit card being used in lieu of an invoice?			☐ Yes	☑ No
(6) Does the commander or his/her designee review and/or ap	pprove invoices?		☑ Yes	□No
(a) If so, is there a threshold limit, and how is the approval	indicated on the invoice	? Monitored l	by fleet supers	visor and
Commander for cost effectiveness.				
e. Do invoices indicate parts are being supplied by the CHP?			☑ Yes	□ No
(1) If parts are on invoices, does the vendor give a discount?			☐ Yes	☑ No
f. Are fleet operations bulletins maintained and accessible to the A	τ?		☑ Yes	☐ No
10. CONDITION OF THE FLEET	EVALUATED	No.	CORRECTED	80
a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are	there any patterns or pr	oblems identified?	Yes	☑ No
(1) Have any unauthorized modifications been made on vehicle	es?		Yes	☑ No
11. MOTORCYCLES	EVALUATED	ACTION REQUIRED	CORRECTED	/
a. Is the Area commander involved and kept informed of motorcycl	e deployment, needs, p	roblems, etc.?	□¥es	□No
(1) Are the program objectives clearly understood by the comma	ander and supervisors?		Yes	☐ No
(2) Does the Area have an up-to-date SOP relating to motorcyc	le operations?		Yes	☐ No
b. Are motorcycles being deployed in conformance with departmen	tal policy and Fleet Ope	rations Bulletins?	☐ Yes	☐ No
(1) Are motorcycles being used on beats with predominantly high	gh speed problems?		Yes	□No
(2) Are motorcycles used for special duty officer transportation?			☐ Yes	☐ No
(3) Are motorcycles parked at the Area office during vacations a	and extended days off?		☐ Yes	☐ No
c. Are Fleet Operations Bulletins pertaining to motorcycles filed tog	ether?		☐ Yes	☐ No
(1) What system is in place to verify understanding and complia	nce?			
(2) Are Bulletins discussed with riders?			Yes	□ No
d. What type of active safety program does the Area have?				

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### FLEET MANAGEMENT CHP 453F (Rev. 6-06) OPI 009

CHP 493F (Nev. 0-00) OF1 009		
(1) Is there a Defensive Rider Program?	Yes	□ yø
(2) Is there a sufficient number of CMTOs?	☐ Yes	No
(3) What is the Area's safety record?		/
(a) How does it compare with Division and statewide rates?		
(4) Does the Area conduct quarterly motorcycle training?	☐ Yes	☐ No
(a) Are mandatory exercises being conducted?	Yes	☐ No
(b) Are ride-alongs being conducted on a regular basis and properly documented?	Yes	☐ No
e. Are emergency radio repairs made at the office or at the radio shop?	3	
(1) Are the arrangements satisfactory?	Yes	☐ No
(2) Is the repair person proficient?	Yes	☐ No
(3) Is service available on weekends?	Yes	☐ No
(4) Are motorcycles down for unreasonable amounts of time because of poor service?	Yes	☐ No
(5) Are any motorcycles being operated with radios in a defective condition?	Yes	☐ No
(6) Are any repairs being done by riders?	☐ Yes	· 🗌 No
(7) Does the Area swap radios with idle units to reduce down time?	☐ Yes	☐ No
(a) If so, are radios being returned to the original units or reported to Telecommunications Section?	☐ Yes	☐ No
g. Is there adequate space to park and/or store motorcycles?	Yes	☐ No
(1) Is safety compromised?	Yes	□No
(2) Are units parked near an entrance causing foot traffic to be inhibited?	Yes	☐ No
(3) Are preventative measures in place to avoid problems caused by oil drippings?	Yes	☐ No
(4) Are parked motorcycles susceptible to theft or vandalism?	☐ Yes	☐ No
(5) When garaged at home, is the motorcycle in a covered, secured area?	☐ Yes	☐ No
(a) Has it been inspected and approved?	Yes	□ No
(b) Are records of the approval on file?	☐ Yes	☐ No
h. Has the motorcycle program supervisor developed a workable procedure for storing and accounting for approved supplies and equipment replacements?	☐ Yes	□ No
(1) Do equipment and accessory times comply with departmental regulations?	Yes	☐ No
(2) Is there ample supply available?	Yes	□ No
(3) Are spare tires available?	Yes	□ No
(4) Is a battery charger available?	Yes	□ No

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DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

### AREA MANAGEMENT EVALUATION

### FLEET MANAGEMENT

(5) Is there security and an accurate inventory kept?	Yes	□ M
i. What arrangements have been made for servicing and repairing motorcycles?		/
(1) Is it satisfactory and cost effective?	Yes	☐ No
(2) Does the maintenance program minimize officer and vehicle down time?	☐ Yes	☐ No
(3) How is repair work verified?		
(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?	☐ Yes	□ No
(a) Is a supervisor's permission required?	☐ Yes	□ No
(b) Is there a SOP covering this aspect of motorcycle operation?	☐ Yes	□ No
(5) If not ridden, how are motorcycles transported to vendors for repairs?		
(6) Does the Area have a motorcycle trailer?	Yes	☐ No
(a) How often is it used?		
(b) If one is not available, has Area budgeted for one?	☐ Yes	☐ No
j. Are vehicle files logically kept and up-to-date?	☐ Yes	☐ No
(1) Does a review of the CHP 33, priver's Equipment Check, reveal excessive maintenance charges?	☐ Yes	☐ No
(2) Does the motorcycle supervisor review all motorcycle invoices?	☐ Yes	☐ No
(3) Is service up-do-date?	Yes	☐ No
k. Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required?	Yes	□No
(1) Are mechanical discrepancies recorded with the date noted and date corrected?	☐ Yes	□ No
(2) Are the forms filed for the life of the motorcycle?	Yes	☐ No
Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?	ne	□No

# AREA MANAGEMENT EVALUATION FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

HANFORD	DIVISION CENTRAL	NUMBER
DOVE PU	DER #10045	DATE 2/22/08

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

· ·	port of porton, and the eappicines				
TYPE OF EVALUATION Formal Evaluation	Í Informal Evaluation	SUSPENSE DATE			
FOLLOW-UP REQUIRED	Correction Report	COMMANDER'S REVIEW	). <sub>(1)</sub> .	DATE	1/2/20
☐ Yes No	BY	Mony of	well, IT.	117	1108
1. AREA ADMINISTRATION	1 - 1 1 1 1 1 1 1	EVALUATED 2521/08	ACTION REQUIRED  NONE	CORRECTED	A
a. Is there a clear line of	supervision and accountability for the	e Area's fleet management?		🔀 Yes	☐ No
(1) Is the Area comm	ander involved and informed?			<b>⊠</b> Yes	☐ No
(a) Does he/she	monitor invoices?			X Yes	☐ No
(2) Who is authorized	to approve invoices? AREA	COMMANDER	APPROVE	S ALL	
AUTOMOTON	E INVOJCES.		7,4,7,4,4,4,4,4,4,4,4,4,4,4,4,4,4,4,4,4		
2	d experience of the Automotive Tech	inician (AT)? WORKE	DAT FLE	ET OF	PERATIO
FOR 8 MONTH	s-14 YEARS AS	Α		CHP	>
	uctions and training provided?	AN AUVE, Y		Yes	☐ No
(2) Is he/she a qualifie	ed mechanic at journey person level?			X Yes	☐ No
(3) Does he/she atten	d training on new model vehicles?	WHEN OFFE	RED	✓ Yes	☐ No
(4) Does the AT have	good rapport with Area personnel an		100	∑ Yes	☐ No
(5) Does the AT ensur	re vehicles are available at shift chan	ge?	<b>9</b> • • • • • • • • • • • • • • • • • • •	✓ Yes	☐ No
(6) Does the AT period	dically attend staff meetings? $\frac{172}{16}$	STAFF MEE	SOUGHT FR	Yes	⊠N0
(7) Does the AT have	ideas/suggestions for improving the	program?	THE TIME	_ 🗌 Yes	<b>⊠</b> No
c. How much maintenance	e work is being done by the AT? (	80-90% OF	NON-WARR,	ANTY	WORK
PERFORMED .	BY AUTO. TECH.				
(1) Is he/she qualified	to perform maintenance and minor re	epairs?		X Yes	☐ No
(a) If these duties	are not being performed, why not?	N/A			
d. What other duties or res	sponsibilities are placed on the AT?	AREA OCCUPAT	TOULAL SAFE	=TV 0	MMITTER
MEMBER G	SYSTEM ATHER	CHO ADEAL	WITH AINT	) TEN	1 1117
. VEHICLE USE	SSIS UMEN (	EVALUATED 2/2//	CACTION REQUIRED  NONE	CORRECTED	A
		1 12 1 1		10,	

#### FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 00	10

(1) Is there an unmarked patrol vehicle assigned for the commander?	⊠.Yes	□ No
(2) If the number of vehicles assigned is in excess of the formula, what justification has been made?		
NIA		
b. Are there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift?	X Yes	☐ No
(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road?	Yes	☐ No
(a) Is there a supply of tools and minor equipment available? IN AUTO TECH GARA	Yes	☐ No
c. What is the justification for any vehicle kept at employees homes after duty hours? THE AREA	Comma.	NOER
AND ON-CALL SERGEANTS ARE THE ONLY PERSONNEL	AVIII.	ORTZE
d. Who does the commander allow to ride in vehicles? Jois APPLICANTS, REPURTERS,	DISTRI	VEYS
(1) Do supervisors use the CHP 428, Release and Waiver of Liability?	⊠ Yes	□No
(a) Is the CHP 428 kept for the appropriate period of time?	Yes Yes	☐ No
3. SERVICE ARRANGEMENTS  EVALUATED 2/21/08 ACTION REQUIRED NONE	CORRECTED	A
a. What vendors are being used for servicing or repairing vehicles? MONARCH FORD,	WORLE	45
AUTOMOTIVE REPAIR, GLASS DOCTOR (WINDSHIE	ELDS)	
(1) Are they authorized dealers?	X Yes	☐ No
(2) What process was used in selecting a service vendor? LOCAL VENDORS HAVE	BEEN	TRIE
P - 114 - 0a.	VEEDS.	
(3) What are the hourly rates being charged? #80 PER HOUR		
(a) Are discounts given on parts? FROM MONARCH FORD	Yes	☐ No
(4) Has the command shopped for the most cost effective vendors?	XYes	□No
(5) Does the Area o <del>enstantly change vendors, or</del> work out problems in order to maintain good long-term relationships?	Yes	☐ No
(6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases?	Xves	☐ No
b. If vehicle availability has been a problem, has Area experimented with weekend maintenance?	☐ Yes	□ No
(1) What percentage of the fleet is needed on weekends? 70 - 75 %		
(2) Are there shortages of vehicles on Mondays?	Yes	MNO
(3) If more than one AT, are their hours/days scheduled most effectively?	Yes	□No
(a) Is overtime needed for maximum enforcement periods?	Yes	XN0
c. Are provisions adequate to ensure regular washing of vehicles? CAR WASH SERVICE	⊠Yes	□ No
(1) How are interiors cleaned? VACUUMED REGULARLY, ADDITION	IAL	
CLEANING AS NEEDED.		1111

### **FLEET MANAGEMENT**

CHP 453F	(Rev.	6-06)	OPI	009
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CHF 4531 (Nev. 6-00) OF1 009		
(2) Is the Area's vehicle washing procedure practical and economical?	Yes	□ No
(a) Is excessive officer time used to wash vehicles?	☐ Yes	,DKN0
(3) Is there more than one car wash facility available?	Yes	□No
(4) Are vehicles being excessively washed or detailed? Twice EACH WEEK	☐ Yes	No
(5) Does the Area have a maintenance worker or janitor wash cars?	Yes	⊠No
(6) Is there any other program that can be of assistance in washing cars?	☐ Yes	Ø40
d. How do officers report defective equipment? DEFECTIVE EQUIPMENT IS	REF	ORTEN
IN WRITING, ON A VEHICLE DEFECT REPORT (5	OCATEL	T BUARD
(1) Who is authorized to declare a vehicle unsafe for patrol? ANY EMPLOYEE HA	VING	KNOWLE
OF AN UNSAFE CONDITION - WAL BE VERIFIED B	Y AVI	DIECH
(a) Who determines when a vehicle is safe after repair or checking of defects? AUTO, TEC	4.	
(b) Does he/she sign off the report form and indicate what has been done?	Yes	No
(c) Is this system effective?	XYes	☐ No
(d) How long are records kept? THREE YEARS		
(e) Is there a system in place to check vehicles for defects after high speed pursuits?	XYes	☐ No
4. MILEAGE MANAGEMENT  EVALUATED 2/21/08 ACTION REQUIRED NONE	CORRECTED	IA
a. Does Area have a system to ensure equitable mileage accumulation on all vehicles?	▼Yes	□No
(1) Are vehicles run out in the same order they are received?	XYes	□ No
(2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals?	Yes	☐ No
(a) If not, can adjustments be made to accomplish this?	Yes	☐ No
b. How are adjustments to mileage accomplished? VEHICLES ARE PLACED ON	THE	SIGN-
	MAEL	IGE.
(1) Do field supervisors and officers understand their responsibility in vehicle assignments?	XYes	☐ No
(2) Does the AT understand what is required?	Yes	☐ No
(3) Does the Area have a "personalized vehicle assignment" program? REJECTED PROSRA	Yes	XN₀
(a) If so, how does it effect mileage averaging?		
c. How does the Area project run outs? AUTO. TECH. MONITORS VEHILLE II	MILER	BE
FROM AUTOMATED FUEL LOGS AND PROJECTS RUN	-007	<del>-</del>
DATES FROM THESE FEGURES.		
(1) Is FOS provided 30-45 days advance notice?	Yes	☐ No

#### **FLEET MANAGEMENT**

(2) What has been the condition of vehicles returned to FOS? EXIEUENT - WE HAVE	E BEE	W
COMPLEMENTED BY FOS ON THE CONDITION OF OU	IR VEI	YILLE
(3) Are the right equipment options completed?	Yes	☐ No
5. AUTOMOTIVE WORK AREA/EQUIPMENT  EVALUATED 2/21/08 ACTION REQUIRED NONE	CORRECTED N//	A
a. Is there adequate space and comfort in the AT office?	Yes	☐ No
(1) Is the office arranged neatly, and are all bulletins and manuals current?	XYes	□ No
(2) Does the AT maintain a service and flat rate manual?	Yes	☐ No
b. Is the space for working on vehicles adequate?	XYes	□ No
(1) Is it clean and organized?	∑ Yes	□ No
c. Does the AT have the supply of tools listed in HPM 31.1, Fleet Operations Manual, Chapter 6?	Yes	□ No
(1) Is there an inventory? WORD DOWNEYT	XYes	☐ No
(a) When was it last checked? 2/2//08	☐ Yes	□No
(2) Are the tools located where they can be easily accessed by the AT when working on vehicles?	Yes	No
(a) Are they clean and properly maintained?	Yes	☐ No
(b) Is there security for the tools when the AT is not present?	X Yes	☐ No
(c) Who has access to the tools? ALL UNIFORMED EMPLOYEES	Yes	☐ No
d. Does the AT have the equipment necessary to perform all required tasks?	Yes	□ No
(1) If not, has it been budgeted for and/or ordered?	☐ Yes	□No
e. Is the equipment neat, clean and in good repair?	X Yes	☐ No
(1) Have replacements been planned and budgeted for?	XYes	☐ No
f. Are there additional tools or items of equipment needed?	☐ Yes	N₀
(1) Could the AT be more effective if they were available?	☐ Yes	☐ No
(2) Can they and/or have they been requisitioned or requested?	Yes	□No
6. TIRES, PARTS AND SUPPLIES  EVALUATED 2/37/08 ACTION REQUIRED  NONE	CORRECTED	1
a. Is the space provided for parts and supplies adequate?	⊠Yes	☐ No
(1) If not, can more space be provided? $M/A$	Yes	☐ No
(2) Is the space neatly and logically organized?	Yes	☐ No
(3) Is there adequate security?	Yes	□ No
(4) Who has access to the parts/supplies? ONLY THE AUTO, TECH. —	FARTS	AND
JUPPLIES ARE SECURED INSIDE AUTO. TECH'S OF	FICE	
(5) Are batteries stored in a dry location, off the cement floor?	Yes	☐ No
b. Are automotive parts and supplies inventoried and maintained in Fleet Focus (FF) as required?	XYes	☐ No
The state of the s		

### **FLEET MANAGEMENT**

-	1001 (1.01. 0.07 01 1000		
	c. Are reasonable numbers of parts/supplies stocked?	⊠ Yes	☐ No
	(1) Are there obsolete parts on hand?	Yes	No
	d. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation?	Yes	No
•	e. Are adequate records maintained for tires, and are all tires accounted for?	Yes	□ No
	(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section?	X Yes	□No
	(2) Are proper guidelines in place for record keeping?	Yes	☐ No
	(a) Are records reviewed by management?	Yes	☐ No
·	(3) Are tires properly safeguarded from theft or misuse?	Yes	□No
	(a) How are tires stored? IN A SECURE STORAGE BAY - ON	LY TH	7E
Al	TO TELLY AND AREA EVEDENCE OFFELER HAS ACCE	755 70	O TERE
	(4) Is access to the tires restricted to the AT and his/her assistant or backup?	Yes	□No
	(5) Does Area provide motorcycle vendors with a stock of tires?	Yes	□No
	(6) Does it appear tires are being replaced prematurely?	Yes	⊠No
	(7) Are adequate records maintained for used tires?	Yes	☐ No
	(a) Is the disposition of used tires within policy?	XYes	□ No
f.	How are old tires/batteries disposed of? THROUGH THE DEPARTMENT'S	DIS	POSAL
	CONTRACTOR - DESPOSAL AS NEEDED.	PAIT	<u> </u>
	(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders?	Yes	<b>⋈</b> No
	(2) Are either tires or batteries being traded to offset installation costs?	Yes	No
	(3) Are the provisions of any tire or battery disposal contract being met?	X Yes	☐ No
g.	Are Material Safety Data Sheets (MSDS) posted as required?	X Yes	□ No
	(1) Are all containers (other that the original) containing hazardous materials properly marked?	X Yes	☐ No
h.	Has the quarterly count of parts, tires, accessories and supplies been conducted?	X Yes	□ No
	(1) Who conducted the count? LT. DOUG FUDER (12/02/07)	*******	
7. FL	JEL DISPENSING FACILITY  EVALUATED 2/22/08 ACTION REQUIRED  NONE	CORRECTED	A
a.	Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location?	Yes	□No
	(1) What procedures have been established for purchasing fuel from service stations in emergencies? AL	L STA	列匡
1E1	HICLES HAVE A VOYAGER STATE FLEET CARD FOR	FUEL	PURCHAS
	(a) Is self-service or full-service used? SELF-SERVICE		
	J, January		

### FLEET MANAGEMENT

(2) Is there a written policy, and is it complied with?	Yes	⊠No
b. Is the fuel island clean and neat?	XYes	☐ No
(1) Does it need repair or painting?	Yes	MNo
(2) Are fuel, water and air hoses in good repair?	Yes	☐ No
(3) Is the break-away coupler installed?	X Yes	☐ No
(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	Yes	☐ No
(5) Is there a clean oil storage rack? OTL NEXT TO FUEL CARD RE	AD Yes	⊠ No
(6) Is the lighting adequate?	Yes	☐ No
(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	XYes	☐ No
(8) Have problems been reported to Facilities Section?	Yes	☐ No
c. Is there an adequate amount of supplies available to officers?	<b>≯</b> Yes	☐ No
d. Who fuels the vehicles? OFFICERS AND SERGEANTS WHO USE	E VEHT	CLES
(1) Are fluids and tires checked during fueling?	Yes	□ No
e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18	X Yes	□No
(1) Are pump meters and the storage tank properly safeguarded?	∑ Yes	☐ No
(2) Who has access to the keys to lock the meters and the storage tank? THE AUTO. T	TECH	
1115 11010.	C2/ 1	
(3) Is gasoline measured before and after deliveries?	X Yes	☐ No
f. What method is used to log fuel and oil used in individual vehicles? FUEL IS LOSGED	ON AN	/
AUTOMATED DISPENSING LOG- OIL IS TRAIXED	VIA 33	FORMS
(1) Are records maintained as required?	Yes	☐ No
(2) What is done to reconcile differences of more than 2-3 gallons daily? FUEL CANNOT	BE FUI	MPED
WITHOUT USING THE AUTOMATED FUEL 406- NO	DISIRE	PANCIE
g. Does the physical inventory reasonably balance with the metered inventory each month?	Yes	□ No
(1) When was the pump meter last checked for accuracy? IN 2004 KINGS COUNTY		TICKER
ON OUR FUMPS WHILM INDICATED THE ALLURALY IN THE RESPONSIBILITY OF THE OWNER	OF THE	= rumes
h. Is there a contract for fuel?	Yes Yes	☐ No
(1) How often is the fuel supply replenished? A PPROX. ONCE EVERY THRE	E MONT	745
(2) At what level is it refilled? 21" OR APPROX 1900 GAHONS		
i. How does the Area secure the fuel pumps when they are not in use?  AUTOMATED FUE	EL 20665	NG 345
(1) Is the system adequate?	Yes	☐ No
(2) Is it utilized by all personnel? IT CAN'T BE USED BY UNAVITHOR	Yes Yes	☐ No
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#### FLEET MANAGEMENT

8. SAFETY	EVALUATED 2/22/06	NONE	CORRECTED	1A
a. Does the Area conduct an inspection of the facility twice each ye	ar to detect safety hazard	ls?	Yes	□No
(1) Are the AT's work areas inspected?			X,Yes	☐ No
b. Are there possible unsafe conditions within the AT's work areas?			Yes	⊠ No
(1) Is the shop floor clean and free of any spills?			XYes	☐ No
(2) Are electrical cords or hoses posing a hazard?			Yes	No
(3) Are fire extinguishers charged, inspected and of the proper ty	ype?		Yes	☐ No
(4) Are any batteries leaking or stored improperly?	9		☐ Yes	No
(5) Are there loose items on the floor?			Yes	No
(6) Is the bench grinder firmly affixed, and are there safety glass	es available?		X Yes	☐ No
(a) Are they worn by the AT?			X Yes	☐ No
(7) Is the battery charger in a safe place?			Yes	☐ No
(8) Are masks available for AT's to wear when servicing brakes?			X Yes	☐ No
(a) If yes, are they worn? AUTO. TECH. HAS	SEED AGU	THAT THAT	Yes	Ø No
(9) Are jack stands properly utilized?			X Yes	□ No
c. What is the Area occupational safety record as it relates to fleet many fields. It is a safety record as it relates to fleet many fields. It is a safety record as it relates to fleet many fleet in the fields and the fields are safety are safety and the fields are safety are safety and the fields are	ABLETIC	PREVENTAL APPROX. 3 'IA	- S - S	
9. VEHICLE RECORDS AND MAINTENANCE	EVALUATED 2/77/00 A	NONE	CORRECTED	110
a. Are fleet records logically filed?		/	N	111
			Yes	□ No
(1) Are they conveniently located and available to the AT and support	pervisor?		X Yes X Yes	No No
<ul><li>(1) Are they conveniently located and available to the AT and sup</li><li>(2) Do files contain all required documents?</li></ul>	pervisor?			
10-10-10-10-10-10-10-10-10-10-10-10-10-1	pervisor?		Yes	☐ No
(2) Do files contain all required documents?			Yes	☐ No
(2) Do files contain all required documents?  (a) If documents are not in files, where are they located?			Yes Yes	No No
<ul> <li>(2) Do files contain all required documents?</li> <li>(a) If documents are not in files, where are they located?</li> <li>b. Do the Fleet Focus (FF) documents comply with the instructions in</li> </ul>			Yes Yes	No No No
(2) Do files contain all required documents?  (a) If documents are not in files, where are they located?  b. Do the Fleet Focus (FF) documents comply with the instructions in (1) Are documents legible and complete?	n HPM 31.1, Fleet Opera	tions Manual?	Yes Yes Yes Yes	No No No No No
<ul> <li>(2) Do files contain all required documents?</li> <li>(a) If documents are not in files, where are they located?</li> <li>b. Do the Fleet Focus (FF) documents comply with the instructions in</li> <li>(1) Are documents legible and complete?</li> <li>(2) Who reviews the FF reports?</li> </ul>	n HPM 31.1, Fleet Opera	tions Manual?	Yes Yes Yes Yes	No No No No No
<ul> <li>(2) Do files contain all required documents?</li> <li>(a) If documents are not in files, where are they located?</li> <li>b. Do the Fleet Focus (FF) documents comply with the instructions in</li> <li>(1) Are documents legible and complete?</li> <li>(2) Who reviews the FF reports?</li> </ul>	n HPM 31.1, Fleet Opera	tions Manual?	Yes Yes Yes Yes	No No No No No

# AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT CHP 453F (Rev. 6-06) OPI 009

CHF 433F (Nev. 0-00) OFI 009		
(2) Have required services been done at the proper mileage?	Ø Yes	☐ No
d. Is the Area using the most effective and economical method of repairing/maintaining the fleet?	ÅYes	☐ No
(1) Are hourly rates in line with prevailing rates?	Yes	☐ No
(2) Does the AT refer to manuals for invoice cost information?	Yes	☐ No
(3) Is work being done by vendors that should be done by the AT?	Yes	<b>M</b> o
(4) Are there any warranty problems?	Yes	No
(a) If so, are they being resolved?	☐ Yes	☐ No
(5) Is the credit card being used in lieu of an invoice?	Yes	⊠ No
(6) Does the commander or his/her designee review and/or approve invoices?	Yes	☐ No
(a) If so, is there a threshold limit, and how is the approval indicated on the invoice? THE AB	EA AUT	TD .
TECH RECEIVES APPROVAL FROM A FLEET OPER	ATIONS	5
SECTION INSPECTOR PRIOR TO STARTING ANY,	MAJOR	REPAI
e. Do invoices indicate parts are being supplied by the CHP?	Yes	☐ No
(1) If parts are on invoices, does the vendor give a discount?	Yes	☐ No
f. Are fleet operations bulletins maintained and accessible to the AT?	X Yes	☐ No
10. CONDITION OF THE FLEET  EVALUATED 2/72/08 ACTION REQUIRED NONE	CORRECTED //	'A
a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or problems identified?	Yes	Ø No
(1) Have any unauthorized modifications been made on vehicles?	Yes	X No
11. MOTORCYCLES V/A	CORRECTED	
a. Is the Area commander involved and kept informed of motorcycle deployment, needs, problems, etc.?	☐ Yes	☐ No
(1) Are the program objectives clearly understood by the commander and supervisors?	Yes	☐ No
(2) Does the Area have an up-to-date SOP relating to motorcycle operations?	Yes	☐ No
b. Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins?	Yes	☐ No
(1) Are motorcycles being used on beats with predominantly high speed problems?	☐ Yes	☐ No
(2) Are motorcycles used for special duty officer transportation?	Yes	☐ No
(3) Are motorcycles parked at the Area office during vacations and extended days off?	☐ Yes	☐ No
c. Are Fleet Operations Bulletins pertaining to metorcycles filed together?	Yes	☐ No
(1) What system is in place to verify understanding and compliance?		
(2) Are Bulletips discussed with riders?	Yes	□ No
d. What type of active safety program does the Area have?		
		*******

# AREA MANAGEMENT EVALUATION

#### **FLEET MANAGEMENT**

(1) Is there a Defensive Rider Program?	Yes	□ Nø/
(2) Is there a sufficient number of CMTOs?	☐ Yes	No
(3) What is the Area's safety record?		
(a) How does it compare with Division and statewide rates?		
4		
(4) Does the Area conduct quarterly motorcycle training?	Yes	☐ No
(a) Are mandatory exercises being conducted?	Yes	□No
(b) Are ride-alongs being conducted on a regular basis and properly documented?	☐ Yes	☐ No
e. Are emergency radio repairs made at the office or at the radio shop?		
(1) Are the arrangements satisfactory?	☐ Yes	□No
(2) Is the repair person proficient?	Yes	□ No
(3) Is service available on weekends?	☐ Yes	☐ No
(4) Are motorcycles down for unreasonable amounts of time because of poor service?	☐ Yes	□No
(5) Are any motorcycles being operated with radios in a defective condition?	☐ Yes	□No
(6) Are any repairs being done by riders?	☐ Yes	□No
(7) Does the Area swap radios with idle units to reduce down time?	☐ Yes	□ No
(a) If so, are radios being returned to the original units or reported to Telecommunications Sec	ction?	□ No
g. Is there adequate space to park and/or store motorcycles?	Yes	☐ No
(1) Is safety compromised?	Yes	☐ No
(2) Are units parked near an entrance causing foot traffic to be inhibited?	☐ Yes	☐ No
(3) Are preventative measures in place to avoid problems caused by oil drippings?	☐ Yes	□No
(4) Are parked motorcycles susceptible to theft or vandalism?	☐ Yes	☐ No
(5) When garaged at home, is the motorcycle in a covered, secured area?	☐ Yes	□ No
(a) Has it been inspected and approved?	☐ Yes	☐ No
(b) Are records of the approval on file?	☐ Yes	☐ No
h. Has the motorcycle program supervisor developed a workable procedure for storing and accounting approved supplies and equipment replacements?	g for	□No
(1) Do equipment and accessory times comply with departmental regulations?	☐ Yes	☐ No
(2) Is there ample supply available?	Yes	□ No
(3) Are spare tires available?	Yes	☐ No
(4) Is a battery charger available?	☐ Yes	□No

# AREA MANAGEMENT EVALUATION

### **FLEET MANAGEMENT**

	(5) Is there security and an accurate inventory kept?	☐ Yes	∫ No
	i. What arrangements have been made for servicing and repairing motorcycles?		
_		/	
	(1) Is it satisfactory and cost effective?	Yes	☐ No
	(2) Does the maintenance program minimize officer and vehicle down time?	Yes	☐ No
	(3) How is repair work verified?		
77			
	(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?	Yes	☐ No
	(a) Is a supervisor's permission required?	☐ Yes	□No
	(b) Is there a SOP covering this aspect of motorcycle operation?	☐ Yes	☐ No
	(5) If not ridden, how are motorcycles transported to vendors for repairs?		
	(6) Does the Area have a motorcycle trailer?	Yes	☐ No
	(a) How often is it used?		
	(b) If one is not available, has Area budgeted for one?	Yes	☐ No
j	j. Are vehicle files logically kept and up-to-date?	☐ Yes	☐ No
	(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?	☐ Yes	☐ No
	(2) Does the motorcycle supervisor review all motorcycle invoices?	☐ Yes	☐ No
	(3) Is service up do-date?	☐ Yes	□ No
k	k. Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required?	Yes	□No
	(1) Are mechanical discrepancies recorded with the date noted and date corrected?	☐ Yes	☐ No
	Are the forms filed for the life of the motorcycle?	Yes	☐ No
X.	Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do t Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?	the Yes	□No

STATE OF CALIFORNIA		AREA	DIVISION	NUMBER	
AREA MANAGEMENT EVA		Oakhurst	Central	456 Cha	test
FLEET MANAGEMENT	LOATION	EVALUATED BY	100000000000000000000000000000000000000	DATE	1,000
CHP 453F (Rev. 6-06) OPI 009		Sgt. J. R. Daughrity, ID	13663	02/25/2008	
form is used as a Correction Re individual items with "yes" or "no can be placed on the CHP 454, accomplishments or corrective a	s reviewed by placing a check in port, the "Correction" box should " answers, or fill in the blanks as Area Management Evaluation Suactions, unresolved items, problement, and the Supplement can	be initialed and dated indicated. If additional applement. The Supplements or progress, and the	as deficiencies are co al comments are neces ement should include e evaluator's overall in	orrected. An ssary, the inf significant fil	swer formation ndings,
TYPE OF EVALUATION		SUSPENSE DATE			
☐ Formal Evaluation ☑ Infor	mal Evaluation	04/01/2008			
FOLLOW-UP REQUIRED	Correction Report	COMMANDER'S REVIEW		DATE	
☐ Yes   ☑ No	BY_	Sandra a.	dam	2/27/0	08
1. AREA ADMINISTRATION		EVALUATED Yes	ACTION REQUIRED NO	CORRECTED	
a. Is there a clear line of superv	rision and accountability for the Area	s fleet management?		☑ Yes	☐ No
(1) Is the Area commander	involved and informed?			☑ Yes	☐ No
(a) Does he/she monito	or invoices?			☑ Yes	□No
(2) Who is authorized to app	prove invoices? The Area Comm	mander, or designated "A	Acting Commander".		
b. What is the background expe	rience of the Automotive Techniciar	(AT)? Previous state	e employment with Cal	Trans as a cer	rtified
Heavy Equipment Mechanic	(HEM).		8		
(1) Are sufficient instructions	and training provided?			☑ Yes	☐ No

Is he/she a qualified mechanic at journey person level?

(4) Does the AT have good rapport with Area personnel and vendors?

Does the AT ensure vehicles are available at shift change?

(7) Does the AT have ideas/suggestions for improving the program?

(1) Is he/she qualified to perform maintenance and minor repairs?

(a) If these duties are not being performed, why not?

d. What other duties or responsibilities are placed on the AT?

involve the Area's fleet, fuel supply, or parts inventory.

a. How many "E" Class vehicles are assigned to the Area?

Does he/she attend training on new model vehicles?

Does the AT periodically attend staff meetings?

c. How much maintenance work is being done by the AT?

2. VEHICLE USE

8

EVALUATED

Yes

vehicles within the Area's fleet. The AT is also tasked with keeping the fleet prepared for two drastically opposing seasons.

√ Yes

CORRECTED

The AT is completing required 5,000 mile maintenance intervals on all 10

The AT is not currently assigned any incidental duties which do not

ACTION REQUIRED

No

☐ No

LEET N	IANAGEMENT
HP 453F	(Rev. 6-06) OPI 009
(1)	Is there an unmarked patrol vehicle assigned for the commander?
(2)	If the number of vehicles assigned is in excess of the formula, what justification has been made?

	(1	) Is there an unmarked patrol vehicle assigned for the comm	ander?		√ Yes	☐ No
	(2	) If the number of vehicles assigned is in excess of the formu	ıla, what justification has	been made?	The existing	g fleet is
		commensurate with current staffing levels.				
b	. Ar	e there procedures in place to ensure there are sufficient vehi	icles available at the beg	ginning of each shift?	√ Yes	☐ No
	(1)	Are officers allowed to perform minor corrections in order to	keep the vehicles on th	e road?	☑ Yes	☐ No
		(a) Is there a supply of tools and minor equipment available	le?		☑ Yes	☐ No
С	. W	hat is the justification for any vehicle kept at employees home	s after duty hours?	Current justifications	are for the A	rea
	Сс	ommander, and for 3 sergeants, who share "on-call" duties thr	oughout the month.			
d	. W	no does the commander allow to ride in vehicles?	Non-sworn employees a	nd individuals on pre-a	pproved ride-	alongs.
	(1)	Do supervisors use the CHP 428, Release and Waiver of Li	ability?		☑ Yes	☐ No
		(a) Is the CHP 428 kept for the appropriate period of time?			☑ Yes	☐ No
3. S	ERV	ICE ARRANGEMENTS	Yes	ACTION REQUIRED NO	CORRECTED	
а	. WI	nat vendors are being used for servicing or repairing vehicles	? Sierra Oak Aut	o Body, Sierra Automo	otive, Pistores	i Dodge,
	Li	thia Ford, Lithia Dodge, and Big-O Tires.	· · · · · · · · · · · · · · · · · · ·			
	(1)	Are they authorized dealers?			☑ Yes	☐ No
	(2)	What process was used in selecting a service vendor? W	arranty work, quality o	f work, location (proxi	mity to the Co	ommand),
		price, and timeliness in completing required or requested re	pairs.			11116
-112-115	(3)	What are the hourly rates being charged? Rates vary	from \$58,00 to \$90.00	per hour, depending of	n work pefor	med.
		(a) Are discounts given on parts?			☑ Yes	☐ No
	(4)	Has the command shopped for the most cost effective vend	ors?		☑ Yes	☐ No
	(5)	Does the Area constantly change vendors, or work out probleng-term relationships?	lems in order to maintai	n good	☑ Yes	☐ No
	(6)	Does the AT adhere to policy in HPM 11.2, Materials Manag	gement Manual, when m	aking purchases?	✓ Yes	☐ No
b.	If v	ehicle availability has been a problem, has Area experimente	d with weekend mainter	nance?	Yes	☑ No
	(1)	What percentage of the fleet is needed on weekends?	Approximately 65 to	75 percent of the fleet	t.	
	(2)	Are there shortages of vehicles on Mondays?			☐ Yes	☑ No
	(3)	If more than one AT, are their hours/days scheduled most e	ffectively?		Yes	☐ No
		(a) Is overtime needed for maximum enforcement periods?			☐ Yes	✓ No
C.	Are	provisions adequate to ensure regular washing of vehicles?			√ Yes	□No
	(1)	How are interiors cleaned? It is incumbent on officers to	clean the interior of the	ir currently assigned v	ehicle.	

# AREA MANAGEMENT EVALUATION FLEET MANAGEMENT

-							
	(2	2) Is	the Area's vehicle washing procedure practical and econ	omical?		☑ Yes	☐ No
		(a)	Is excessive officer time used to wash vehicles?			☐ Yes	☑ No
	(:	3) Is 1	there more than one car wash facility available?			Yes	☑ No
	(4	4) Are	e vehicles being excessively washed or detailed?			☐ Yes	☑ No
	(5	5) Do	es the Area have a maintenance worker or janitor wash	cars?		☐ Yes	☑ No
5'==	(6	S) Ist	here any other program that can be of assistance in was	hing cars?		☑ Yes	☐ No
	d. H	low do	officers report defective equipment? Officers report d	lefective vehicles on a de	efective vehicle report	sheet, which i	s reviewed
	b	y the	AT every morning at the start of shift.				
	(1	) Wh	no is authorized to declare a vehicle unsafe for patrol?	The officer reporting	ng the problem, Area s	supervisors, or	the AT.
	83	(a)	Who determines when a vehicle is safe after repair or	checking of defects?	The AT makes this	determination	
		(b)	Does he/she sign off the report form and indicate what	has been done?		√ Yes	☐ No
		(c)	Is this system effective?			√ Yes	☐ No
		(d)	How long are records kept? For the life of each	n patrol vehicle, plus one	e year after return to F	OS.	
		(e)	Is there a system in place to check vehicles for defects	after high speed pursuit	s?	☑ Yes	☐ No
4.	MILE	AGE N	//ANAGEMENT	Yes Yes	ACTION REQUIRED NO	CORRECTED	
	a. D	oes Ar	ea have a system to ensure equitable mileage accumula	ation on all vehicles?		☑ Yes	☐ No
	(1)	) Are	vehicles run out in the same order they are received?			✓ Yes	☐ No
	(2)	) Is th	nere an appropriate spread of odometer readings so that	vehicles are run out at i	regular intervals?	☑ Yes	☐ No
		(a)	If not, can adjustments be made to accomplish this?	110000		Yes	☐ No
ı	o. Ho	оw аге	adjustments to mileage accomplished?	A mileage report is gen	erated by the AT at th	e beginning of	f each
	m	onth.	This report is used by the fleet supervisor to determine	the next month's car ass	ignments to balance m	ileage.	
	(1)	Doi	field supervisors and officers understand their responsib	ility in vehicle assignme	nts?	☑ Yes	□ No
	(2)	Doe	s the AT understand what is required?			☑ Yes	☐ No
	(3)	Doe	s the Area have a "personalized vehicle assignment" pr	ogram?		√ Yes	☐ No
		(a)	If so, how does it effect mileage averaging?	By using the personalize	d vehicle assignment j	program, the A	rea can
			ensure each vehicle receives equal time being operated	on patrol. The Area cu	rrently assigns 2 empl	loyees to each	vehicle.
			This ensures double shift use, while assisting in keepin	g vehicles from addition	nal or unnecessary over	eruse.	
C	. Ho	w doe	s the Area project run outs? The AT will notify FOS b	y email and telephone w	hen a patrol vehicle r	eaches 95,000	miles. The
	A	Γwill	then carefully balance the remaining 5,000 miles to ens	ure the run out is at 100	,000 miles when a rep	lacement vehi	cle has been
	su	pplied			1996		
	(1)	ls F0	OS provided 30-45 days advance notice?			√ Yes	☐ No
(++)+							

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(2) What has been the condition of vehicles returned to FOS? In sat	(2) What has been the condition of vehicles returned to FOS? In satisfactory working condition, and capable of being used for				
longer service life, if necessary.					
(3) Are the right equipment options completed?			☑ Yes	☐ No	
5. AUTOMOTIVE WORK AREA/EQUIPMENT Yes	Ye	ION REQUIRED S	CORRECTED		
a. Is there adequate space and comfort in the AT office?	10		☐ Yes	☑ No	
(1) Is the office arranged neatly, and are all bulletins and manuals currer	nt?		☑ Yes	☐ No	
(2) Does the AT maintain a service and flat rate manual?			☑ Yes	☐ No	
b. Is the space for working on vehicles adequate?			Yes	☑ No	
(1) Is it clean and organized?			√ Yes	☐ No	
c. Does the AT have the supply of tools listed in HPM 31.1, Fleet Operations	Manual, Chapter	6?	Yes	☑ No	
(1) Is there an inventory?			☑ Yes	☐ No	
(a) When was it last checked?			☑ Yes	□No	
(2) Are the tools located where they can be easily accessed by the AT w	e tools located where they can be easily accessed by the AT when working on vehicles?				
(a) Are they clean and properly maintained?			☑ Yes	☐ No	
(b) Is there security for the tools when the AT is not present?			√ Yes	☐ No	
(c) Who has access to the tools?			☑ Yes	☐ No	
d. Does the AT have the equipment necessary to perform all required tasks	l. Does the AT have the equipment necessary to perform all required tasks?				
(1) If not, has it been budgeted for and/or ordered?			Yes	☑ No	
e. Is the equipment neat, clean and in good repair?		1	☑ Yes	☐ No	
(1) Have replacements been planned and budgeted for?			Yes	☑ No	
f. Are there additional tools or items of equipment needed?	tools or items of equipment needed?			☐ No	
(1) Could the AT be more effective if they were available?			☑ Yes	☐ No	
(2) Can they and/or have they been requisitioned or requested?			☐ Yes	☑ No	
. TIRES, PARTS AND SUPPLIES Yes	TRES, PARTS AND SUPPLIES  EVALUATED ACTION REQUIRED Yes  No				
a. Is the space provided for parts and supplies adequate?			☐ Yes	☑ No	
(1) If not, can more space be provided?	100		☐ Yes	☑ No	
(2) Is the space neatly and logically organized?	11000	√ Yes	☐ No		
(3) Is there adequate security?	(3) Is there adequate security?				
(4) Who has access to the parts/supplies? The AT, along with all p	personnel assigned	to the Area.			
	S				
(5) Are batteries stored in a dry location, off the cement floor?		☑ Yes	☐ No		
b. Are automotive parts and supplies inventoried and maintained in Fleet Fo	cus (FF) as require	ed?	☑ Yes	☐ No	

### AREA MANAGEMENT EVALUATION

#### **FLEET MANAGEMENT**

		(a) Is self-service or full-service used? Self-service.		
		is used in times of need or during emergencies.		
		· · · · · · · · · · · · · · · · · · ·	te issued Vo	yager card
	a.	Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location?	☑ Yes	□No
7.	FU	EL DISPENSING FACILITY  EVALUATED ACTION REQUIRED Yes No	CORRECTED	
	_	(1) Who conducted the count? The AT and the fleet supervisor.	157	
	h.		Y) res	☐ No
_		, and the second	☑ Yes ☑ Yes	∐ No
	g.		Yes	□ No
		(c) we are presented and or wanterly anoposition and anoposition anoposition and anoposition a	☑ Yes	∐ No
			☐ Yes	☑ No
			☑ Yes	□ No
			100	
	f.	How are old tires/batteries disposed of? Tires and batteries are picked up by contracted qualified vendors.	20.	
			☑ Yes	□ No
-		(-)	 ☑ Yes	□ No
-		(b) Book filed provide motorby die verlagie with a stock of these.	Yes	
-		(1) To discuss to the thought of the fit difference desically of basically	☐ Yes ☐ Yes	☑ No ☑ No
_		(a) now are thes stored? In a locked storage container separate from the shop area.	1/1	
-		(a) How are tires stored? In a locked storage container separate from the shop area.	AT 162	
	_		☑ Yes ☑ Yes	∐ No □ No
_		(L) The proper galactic to the control to the contr	√ Yes	□ No
-			☑ Yes	□ No
_	e.	Are adequate records maintained for tires, and are all tires accounted for?	√ Yes	☐ No
_	d.	Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation?	☑ Yes	□No
_		(1) Are there obsolete parts on hand?	Yes	☑ No
	Ç.	Are reasonable numbers of parts/supplies stocked?	√ Yes	☐ No
	_			

## FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009		
(2) Is there a written policy, and is it complied with?	☑ Yes	☐ No
b. Is the fuel island clean and neat?	☑ Yes	☐ No
(1) Does it need repair or painting?	☐ Yes	☑ No
(2) Are fuel, water and air hoses in good repair?	☑ Yes	☐ No
(3) Is the break-away coupler installed?	☑ Yes	☐ No
(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	√ Yes	☐ No
(5) Is there a clean oil storage rack?	☐ Yes	☑ No
(6) Is the lighting adequate?	☑ Yes	☐ No
(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	☑ Yes	☐ No
(8) Have problems been reported to Facilities Section?	√ Yes	☐ No
c. Is there an adequate amount of supplies available to officers?		☐ No
d. Who fuels the vehicles? All uniformed employees, along with the AT.		
(1) Are fluids and tires checked during fueling?	☑ Yes	☐ No
<ul> <li>e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?</li> </ul>	☑ Yes	☐ No
(1) Are pump meters and the storage tank properly safeguarded?	☑ Yes	☐ No
(2) Who has access to the keys to lock the meters and the storage tank? The Area Commander and the A	Т.	
(3) Is gasoline measured before and after deliveries?	☑ Yes	☐ No
f. What method is used to log fuel and oil used in individual vehicles? CHP 33 form and the Area Gas Log.		
(1) Are records maintained as required?	☑ Yes	☐ No
(2) What is done to reconcile differences of more than 2-3 gallons daily? The current gas log, along	ng with the A7	Γ's direct
oversight has eliminated most instances of fuel discrepancies.		
g. Does the physical inventory reasonably balance with the metered inventory each month?	☑ Yes	☐ No
(1) When was the pump meter last checked for accuracy? May 24, 2007		
h. Is there a contract for fuel?	✓ Yes	☐ No
(1) How often is the fuel supply replenished? Monthly, or as requested.		-016-00-0
(2) At what level is it refilled? The tank is refilled when no less than 25% of capacity is remaining.		
i. How does the Area secure the fuel pumps when they are not in use?  The fuel pumps are constantly	y secured by p	oad lock.
(1) Is the system adequate?	✓ Yes	☐ No
(2) Is it utilized by all personnel?	☑ Yes	☐ No

#### **FLEET MANAGEMENT**

0	9/	AFE	rv		EVALUATED	ACTION REQUIRED	CORRECTED	
-O.	-				Yes	No		
_	a.	Does the Area conduct an inspection of the facility twice each year to detect safety hazards?				✓ Yes ✓ Yes	□ No	
		(1)	Are the AT's work areas inspected?	e the AT's work areas inspected?				□ No
-	b.	Are	there possible unsafe conditions within the AT's work areas?			☐ Yes	☑ No	
		(1)	Is the shop floor clean and free of any sp	shop floor clean and free of any spills?			☑ Yes	☐ No
		(2)	Are electrical cords or hoses posing a ha	electrical cords or hoses posing a hazard?				☑ No
		(3)	Are fire extinguishers charged, inspected	d and of the proper t	type?		☑ Yes	☐ No
		(4)	Are any batteries leaking or stored impro	perly?			☐ Yes	☑ No
		(5)	Are there loose items on the floor?				☑ Yes	☐ No
		(6)	Is the bench grinder firmly affixed, and a	re there safety glass	ses available?		☑ Yes	☐ No
			(a) Are they worn by the AT?				☑ Yes	☐ No
		(7)	Is the battery charger in a safe place?				☐ Yes	☑ No
		(8)	Are masks available for AT's to wear who	en servicing brakes	?		☑ Yes	☐ No
			(a) If yes, are they worn?				☑ Yes	☐ No
		(9)	Are jack stands properly utilized?				☑ Yes	☐ No
	c. What is the Area occupational safety record as it relates to fleet management? Since the Area's inception in 2				2003, it has ex	perienced		
		no injuries with respect to fleet management. Occupational safety goals remain a top priority in all aspects of Area operations.				ns.		
		(1)	Have any injuries been prevented with a	n improved safety a	wareness program?		☐ Yes	☑ No
9.	VE	HIÇ	LE RECORDS AND MAINTENANCE	31	Yes	ACTION REQUIRED NO	CORRECTED	
	a.	Are	fleet records logically filed?				☑ Yes	□ No
		(1)	Are they conveniently located and availa	ble to the AT and su	upervisor?		☑ Yes	☐ No
		(2)	Do files contain all required documents?				☑ Yes	☐ No
			(a) If documents are not in files, where	are they located?	N/A			
				W. C				
	b.	Do t	he Fleet Focus (FF) documents comply w	vith the instructions	in HPM 31.1, Fleet Ope	rations Manual?	☑ Yes	☐ No
		(1)	Are documents legible and complete?				☑ Yes	☐ No
		(2) Who reviews the FF reports? The Area Commander and the fleet supervisor.						
	(3) How is the information used in Area's fleet administration? The information is used to track vehicle history with						with	
	respect to mileage and recurring or problematic issues. The FF reports also dictate major service intervals or scheduled inspection						inspections.	
(	c.	Is the CHP 424 current?				☐ No		
		(1)	Does the CHP 424 reveal any unusual re	pair patterns or dup	olicate services?		Yes	☑ No
=								

#### AREA MANAGEMENT EVALUATION

#### FLEET MANAGEMENT

CHE	453F (Rev. 0-00) OF 1009				
	(2) Have required services been done at the proper mileag	e?		☑ Yes	☐ No
ď	Is the Area using the most effective and economical method	d of repairing/maintaining	the fleet?	√ Yes	☐ No
	(1) Are hourly rates in line with prevailing rates?			√ Yes	☐ No
	(2) Does the AT refer to manuals for invoice cost information	☑ Yes	☐ No		
	(3) Is work being done by vendors that should be done by t	☐ Yes	☑ No		
	(4) Are there any warranty problems?			☑ Yes	☐ No
	(a) If so, are they being resolved?			☑ Yes	☐ No
	(5) Is the credit card being used in lieu of an invoice?			☐ Yes	☑ No
	(6) Does the commander or his/her designee review and/or	r approve invoices?		√ Yes	☐ No
	(a) If so, is there a threshold limit, and how is the appro	oval indicated on the invo	ice? The thresh	nold limit for cr	edit card
•	purchases is \$999.00. The threshold on invoices is	s \$500.00 or greater, which	ch must be approved price	or to repairs bei	ng initiated.
	Approvals on invoices are indicated by a stamp when	hich records the date, the	approving signature, co	ding, and "X" r	number.
е.	Do invoices indicate parts are being supplied by the CHP?	2.40		☑ Yes	☐ No
	(1) If parts are on invoices, does the vendor give a discoun	t?		√ Yes	☐ No
f.	Are fleet operations bulletins maintained and accessible to the	ne AT?		☑ Yes	☐ No
10.	CONDITION OF THE FLEET	Yes EVALUATED	ACTION REQUIRED	CORRECTED	
а.	Using a CHP 33E, Vehicle Inspection Checklist, as a guide,		7-10-1	Yes	☑ No
	(1) Have any unauthorized modifications been made on vel	- in a second second	THE WAR	Yes	☑ No
11.	MOTORCYCLES	EVALUATED N/A	ACTION REQUIRED N/A	CORRECTED	
a.	Is the Area commander involved and kept informed of motor	cycle deployment, needs	, problems, etc.?	Yes	☐ No
	(1) Are the program objectives clearly understood by the con	mmander and supervisor	s?	Yes	□ No
	(2) Does the Area have an up-to-date SOP relating to moto	rcycle operations?		☐ Yes	☐ No
b.	Are motorcycles being deployed in conformance with depart	mental policy and Fleet C	Operations Bulletins?	Yes	☐ No
	(1) Are motorcycles being used on beats with predominant	y high speed problems?		☐ Yes	☐ No
	(2) Are motorcycles used for special duty officer transportat	tion?		☐ Yes	☐ No
	(3) Are motorcycles parked at the Area office during vacation	ons and extended days o	ff?	Yes	☐ No
C.	Are Fleet Operations Bulletins pertaining to motorcycles filed	together?		Yes	□No
	(1) What system is in place to verify understanding and con	npliance?		V	
	(2) Are Bulletins discussed with riders?	-		☐ Yes	☐ No
d.	What type of active safety program does the Area have?				
		0.000			

FLEET MA	ANAGEMENT EVALUATION ANAGEMENT Rev. 6-06) OPI 009		
-	Is there a Defensive Rider Program?	☐ Yes	☐ No
(2)	Is there a sufficient number of CMTOs?	Yes	☐ No
(3)	What is the Area's safety record?		
	(a) How does it compare with Division and statewide rates?		
(4)	Does the Area conduct quarterly motorcycle training?	Yes	☐ No
1	(a) Are mandatory exercises being conducted?	Yes	☐ No
	(b) Are ride-alongs being conducted on a regular basis and properly documented?	☐ Yes	☐ No
e. Are e	mergency radio repairs made at the office or at the radio shop?		
(1) /	Are the arrangements satisfactory?	Yes	☐ No
(2) 1	s the repair person proficient?	☐ Yes	☐ No
(3) 1	s service available on weekends?	☐ Yes	☐ No
(4)	Are motorcycles down for unreasonable amounts of time because of poor service?	☐ Yes	☐ No
(5) A	are any motorcycles being operated with radios in a defective condition?	☐ Yes	☐ No
(6) A	re any repairs being done by riders?	☐ Yes	☐ No
(7)	Does the Area swap radios with idle units to reduce down time?	Yes	☐ No
(	a) If so, are radios being returned to the original units or reported to Telecommunications Section?	☐ Yes	☐ No
g. Is the	re adequate space to park and/or store motorcycles?	☐ Yes	☐ No
(1) ls	s safety compromised?	☐ Yes	☐ No
(2) A	re units parked near an entrance causing foot traffic to be inhibited?	☐ Yes	☐ No
(3) A	re preventative measures in place to avoid problems caused by oil drippings?	☐ Yes	☐ No
(4) A	re parked motorcycles susceptible to theft or vandalism?	☐ Yes	☐ No
(5) V	hen garaged at home, is the motorcycle in a covered, secured area?	☐ Yes	☐ No
(8	a) Has it been inspected and approved?	☐ Yes	☐ No
(k	Are records of the approval on file?	Yes	☐ No
	ne motorcycle program supervisor developed a workable procedure for storing and accounting for ved supplies and equipment replacements?	☐ Yes	☐ No
(1) D	o equipment and accessory times comply with departmental regulations?	☐ Yes	☐ No
(2) ls	there ample supply available?	Yes	☐ No

(3) Are spare tires available?

(4) Is a battery charger available?

☐ No

☐ No

☐ Yes

☐ Yes

#### AREA MANAGEMENT EVALUATION

#### FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

0111 1001	(1101: 0 00) 01 1 000		
(5)	Is there security and an accurate inventory kept?	☐ Yes	☐ No
i. Wh	at arrangements have been made for servicing and repairing motorcycles?		
(1)	Is it satisfactory and cost effective?	Yes	☐ No
(2)	Does the maintenance program minimize officer and vehicle down time?	☐ Yes	☐ No
(3)	How is repair work verified?		
(4)	Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?	Yes	□No
(-/			 No
	(a) Is a supervisor's permission required?		
	(b) Is there a SOP covering this aspect of motorcycle operation?	Yes	☐ No
(5)	If not ridden, how are motorcycles transported to vendors for repairs?		
(6)	Does the Area have a motorcycle trailer?	☐ Yes	☐ No
	(a) How often is it used?		11
	(b) If one is not available, has Area budgeted for one?	☐ Yes	☐ No
j. Are	vehicle files logically kept and up-to-date?	☐ Yes	☐ No
(1)	Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?	Yes	☐ No
(2)	Does the motorcycle supervisor review all motorcycle invoices?	☐ Yes	☐ No
(3)	Is service up-do-date?	☐ Yes	☐ No
	daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, nthly Motorcycle Inspection List, completed as required?	Yes	☐ No
(1)	Are mechanical discrepancies recorded with the date noted and date corrected?	☐ Yes	☐ No
(2)	Are the forms filed for the life of the motorcycle?	☐ Yes	☐ No
	ring the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?	ne Yes	☐ No

Refer to attached CHP 454 for details pertaining to this chapter inspection.

#### AREA MANAGEMENT EVALUATION SUPPLEMENT

CHP 454 (Rev. 5-06) OPI 009

SUBJECT: Chapter 6 Inspection - F.	eet Management DATE: 02/25/2008					
SECTIONS	COMMENTS					
Area Administration 1(b)(7)	The AT had several recommendations on how to improve the current fleet and its administration.					
	Recommendations largely surrounded the current facility and its lack of ability to accomodate					
	the fleet and a bay for working on vehicles. While the AT made several recommendations, he also					
	expressed understanding that most, if not all, changes will be shelved as a new facility is currently					
	being designed.					
Service Arrangements 3(a)(5)	The Area believes in working out problems with local vendors rather than searching for replacement					
	vendors. Most of this can be attributed to the Area's close ties with many aspects of the local					
	communities and economy.					
Service Arrangements 3(c)(1)(2)(6)	The current car wash facility is located in Oakhurst. It is part of a service station and features a drive					
	through facility. While this serves to remove large forms of debris, it is far from desireable wh					
	attempting to clean the vehicles of all forms of road grime, dirt, and grit. Furthermore, the facility's					
	drying system is nothing more than forced air which does not remove water effectively from the					
	patrol vehicles. As a result, water spots and stains are a common sight on black and white vehicles.					
	Unfortunately, this is currently the only facility in eastern Madera County which is available to clear					
	the Area's fleet. The most ideal system to clean the Area's fleet would be to contract with a vendor					
	for cleaning vehicles at the Area office on a designated day of the week. A side benefit of a contract					
	service would be the consistency in having the vehicle's interiors cleaned, in addition to the exterior					
	Currently the only form of interior cleaning occurs when officers assigned to the vehicle take it upon					
	themselves to do so.					
Automotive Work Area /Equipment	Tool inventory conducted on 02/24/2008. Only the AT has access to tools dedicated to the fleet.					
Sections a, b, c, d, f	Due to the current facility, the AT does not have an office to work out of. The AT currently perform					
	vehicle maintenance and repair in an unused bay at the adjacent Cal Trans facility. Many of the too					
	the AT uses on a daily basis are provided by or barrowed from Cal Trans. The space for working					
	on vehicles is not adequate and the work space is incapable of being kept free of hazards and					
	unnecessary items. While the AT does his best to keep the area free of clutter an unnecessary items					
	he does not have much choice in his working environment as it is within Cal Trans' facility.					
460	The AT is currently in need of the following required items per HPG 22.1, Chapter 6, page 6-5:					
	Air compressor, 17" tire mounting machine, wheel balancer, air hoses, battery charger, and parts					
	cleaning tank. These aforementioned tools are currently being used while on loan from Cal Trans.					
	As of this date, these items have not been procured by the Area.					

#### AREA MANAGEMENT EVALUATION SUPPLEMENT

CHP 454 (Rev. 5-06) OPI 009

SUBJECT:	DATE:
SECTIONS	COMMENTS
Tires, Parts, and Supplies 6(a)(1)	While more space would be beneficial for storage and operations, it is simply not possible at this
	time. The openining of the new facility in 2011 will eliminate the problem of available space and
	storage entirely.
Fuel Dispensing Facility 7(b)(5)	A clean oil storage rack is not available. Since the fuel island is shared by two separate entities, it is
	recommended that a locking rack or locker of some sort be added to the fuel island where necessary
	supplies (oil, paper towels, CHP 33 forms, hand cleaner, miscellaneous trunk supplies) can be
	secured for CHP use.
Fuel Dispensing Facility 7(b)(8)	The continually faulty fuel dispensing pump has been reported to facilities section due to issues with
A THE PERSON NAMED OF THE	constant repair and reliablity issues.
Safety 8(b)(5)	Loose items belonging to Cal Trans are on the floor within the AT's designated work area.
Safety 8(b)(7)	The AT does not have a battery charger.
Motorcycles 11	This section is not applicable.
Additional Recommendations	It is recommended the Area immediately resume the use of the CHP 33E at the beginning of each
	month when vehicle assignments are made. It is further recommended that these inspections be
	conducted by Area supervisors who will ensure proper maintenance of the fleet. By doing this, the
	condition of the fleet can be closely monitored to determine the lack of care, detect signs of vehicle
	neglect, or issues related to over or under mileage.
	It is also recommended that the Fleet Supervisor conduct an inspection of each vehicle and it's
	corresponding records at 5,000 mile service increments. By conducting an inspection at that time,
3704	the Fleet Supervisor will have a strong working knowledge of each vehicle within the fleet, along
31 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 -	the problems identified or associated with such. A side benefit of this will be constant oversight of
	records keeping and CHP 424 forms which correspond with Fleet Focus (FF).
	The AT is in need of required tools. It is recommended these items be budgeted for and acquired at
	the next available opportunity.

#### AREA MANAGEMENT EVALUATION SUPPLEMENT

CHP 454 (Rev. 5-06) OPI 009

SUBJECT:	DATE:
SECTIONS	COMMENTS
Additional Recommendations (Cont.)	The current fleet consists of 8 class "E" sedans and two class "C" 4X4 enforcement vehicles. Due to
	the natural terrain and the varying weather patterns (including snow), the need for additional class
	"C" 4X4 enforcement vehicles should be evaluated as specific class "E" sedans become eligible for
	replacement. Out of the 10 vehicles allotted to the Oakhurst Area, ideally at least 4 of them should
	be class "C" and 4X4 equipped. The Area has barrowed one 4X4 enforcement vehicle from Centra
	Division during the last two winter seasons to assist in dealing with adverse conditions and properly
	equip officers tasked with patrolling obstructed and hazardous mountain roadways.
1000	The Chapter 6 Inspection did not reveal any issues which were not previously known by this
	Command. While the issues brought forth were either minor in nature or incapable of being
	corrected (facility related), the situation concerning the AT's required tools must be corrected.
	It is strongly recommended that the 2008-2009 budget factor in the costs related to purchasing
	required equipment relative to fleet maintenance. Not only is this equipment required per HPG 22.
	Chapter 6, it will be of benefit to the Area to be able to maintain the fleet without the use of materia
	and tools supplied by Cal Trans. Lastly, the procurement of these items will go a long way in
***	supporting the Area's AT and re-emphasizing his importance and place within this organization.
	Required tools to be budgeted for: Air compressor and hoses / fittings, batter charger, tire change
	capable of accomodating 17" wheels (the current balancer "donated" to the Area will only take up to
	a 16" wheel, which is quickly phasing out), wheel balancer, and parts cleaning tank.
	AND

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

### **FLEET MANAGEMENT**

CHP 453F (Rev. 6-06) OPI 009

AREA	DIVISION	NUMBER
Merced	Central	460
EVALUATED BY		OATE
Sergeant G. Sah	un_#7742	10/02/2008

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION    Formal Evaluation   Informal Evaluation	SUSPENSE DATE			
FOLLOW-UP REQUIRED  Yes No  BY	COMMANDER'S REV	Ž.	DATE	וזלטים
1. AREA ADMINISTRATION	Yes Yes	No No	CORRECTE	D
a. Is there a clear line of supervision and accountability for the Ar	rea's fleet manager	ment?	☑ Yes	□ No
(1) Is the Area commander involved and informed?			✓ Yes	□ No
(a) Does he/she monitor invoices?			✓ Yes	□ No
(2) Who is authorized to approve invoices? Captain Badilla	LL Troxell and S	gt, Lamerson	<u></u>	
b. What is the background experience of the Automotive Technic	cian (AT)? Eighte	on years as an Automotive T	echnician. M	laster Dodge
technician, four years at Ford dealership.				
(1) Are sufficient instructions and training provided?			✓ Yes	□ No
(2) Is he/she a qualified mechanic at journey person level?			✓ Yes	□No
(3) Does he/she attend training on new model vehicles?			✓ Yes	□ No
(4) Does the AT have good rapport with Area personnel and v	vendors?		✓ Yes	□No
(5) Does the AT ensure vehicles are available at shift change	?		✓ Yes	□ No
(6) Does the AT periodically attend staff meetings?			✓ Yes	□No
(7) Does the AT have ideas/suggestions for improving the pro	ogram?		✓ Yes	□No
c. How much maintenance work is being done by the AT? All hu	it warranty work o	r factory recalls		
(1) Is he/she qualified to perform maintenance and minor repa	airs?		✓ Yes	□No
(a) If these duties are not being performed, why not?				
d. What other duties or responsibilities are placed on the AT?	Ordering parts and s	supplies, entering data into F	leet Focus, o	btain
estimates.				
2. VEHICLE USE	EVALUATIO Yes	NO NO RECURSED	CORRECTE	7
a. How many "E" Class vehicles are assigned to the Area? 23	1103	140		

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
AREA MANAGEMENT EVALUATION

#### FLEET MANAGEMENT

	(1) Is there an unmarked patrol vehicle assigned for t	the commander?		✓ Yes	□ No
	(2) If the number of vehicles assigned is in excess of	the formula, what justificatio	n has been made? N/A		
t	b. Are there procedures in place to ensure there are suff	icient vehicles available at th	ne beginning of each shift?	✓ Yes	□ No
	(1) Are officers allowed to perform minor corrections	in order to keep the vehicles	on the road?	✓ Yes	□ No
	(a) Is there a supply of tools and minor equipmen	nt available?		✓ Yes	□ No
C	c. What is the justification for any vehicle kept at employed	ees homes after duty hours?	Area Commanders vehicle	only.	
d	d. Who does the commander allow to ride in vehicles?	Prospective cadet candidates			
	(1) Do supervisors use the CHP 428, Release and W	aiver of Liability?		✓ Yes	□No
	(a) Is the CHP 428 kept for the appropriate period	d of time?		☑ Yes	□ No
. s	SERVICE ARRANGEMENTS	EVALUATED	ACTION REQUIRED	CORRECTE	0
_	What vendors are being used for servicing or repairing	Yes	ge, Jack's-R-Belter and Bank	0.5.0	
а —	5 to the state of	Tomores Political Color, Dou			
а		- Tolling Colvi, Dou			
a	(1) Are they authorized dealers?			√ Yes	□No
a					□No
a	<ul><li>(1) Are they authorized dealers?</li><li>(2) What process was used in selecting a service ven</li></ul>	dor? The use of factory pa	arts, east and repair history,	✓ Yes	□ No
a	<ul><li>(1) Are they authorized dealers?</li><li>(2) What process was used in selecting a service ven</li><li>(3) What are the hourly rates being charged? McCau</li></ul>	dor? The use of factory pa	arts, east and repair history,	<b></b> Yes	□ No
a	<ul><li>(1) Are they authorized dealers?</li><li>(2) What process was used in selecting a service ven</li></ul>	dor? The use of factory pa	arts, east and repair history,	✓ Yes     ✓ Yes     ✓ Yes	
a	<ul><li>(1) Are they authorized dealers?</li><li>(2) What process was used in selecting a service ven</li><li>(3) What are the hourly rates being charged? McCau</li></ul>	dor? The use of factory pa ley - \$91.00/Jack's - \$88.00/	arts, east and repair history,		□ No
a	<ul> <li>(1) Are they authorized dealers?</li> <li>(2) What process was used in selecting a service ven</li> <li>(3) What are the hourly rates being charged? McCau</li> <li>(a) Are discounts given on parts?</li> </ul>	dor? The use of factory pa ley - \$91.00/Jack's - \$88.00/ tive vendors?	orts, cost and repair history.  /GM - \$95.00	☑ Yes	□ No
a	<ul> <li>(1) Are they authorized dealers?</li> <li>(2) What process was used in selecting a service ven</li> <li>(3) What are the hourly rates being charged? McCau</li> <li>(a) Are discounts given on parts?</li> <li>(4) Has the command shopped for the most cost effect</li> <li>(5) Does the Area constantly change vendors, or work</li> </ul>	dor? The use of factory pa ley - \$91.00/Jack's - \$88.00/ ctive vendors?	arts, cost and repair history.  /GM - \$95.00.  aintain good	☑ Yes ☑ Yes	□ No
	<ul> <li>(1) Are they authorized dealers?</li> <li>(2) What process was used in selecting a service ven.</li> <li>(3) What are the hourly rates being charged? McCau.</li> <li>(a) Are discounts given on parts?</li> <li>(4) Has the command shopped for the most cost effect.</li> <li>(5) Does the Area constantly change vendors, or worklong-term relationships?</li> </ul>	dor? The use of factory pa ley - \$91.00/Jack's - \$88.00/ ctive vendors? cout problems in order to ma	arts, cost and repair history.  /GM - \$95.00.  aintain good  nen making purchases?	✓ Yes ✓ Yes ✓ Yes	□ No
	<ul> <li>(1) Are they authorized dealers?</li> <li>(2) What process was used in selecting a service ven.</li> <li>(3) What are the hourly rates being charged? McCau.</li> <li>(a) Are discounts given on parts?</li> <li>(4) Has the command shopped for the most cost effect.</li> <li>(5) Does the Area constantly change vendors, or worklong-term relationships?</li> <li>(6) Does the AT adhere to policy in HPM 11.2, Material</li> </ul>	dor? The use of factory parties of factory parties and the section of factory parties and the section of the se	arts, cost and repair history.  /GM - \$95.00.  aintain good  nen making purchases?	✓ Yes ✓ Yes ✓ Yes ✓ Yes	No
	<ol> <li>(1) Are they authorized dealers?</li> <li>(2) What process was used in selecting a service ven.</li> <li>(3) What are the hourly rates being charged? McCau         <ul> <li>(a) Are discounts given on parts?</li> </ul> </li> <li>(4) Has the command shopped for the most cost effect.</li> <li>(5) Does the Area constantly change vendors, or worklong-term relationships?</li> <li>(6) Does the AT adhere to policy in HPM 11.2, Material.</li> <li>If vehicle availability has been a problem, has Area expenses.</li> </ol>	dor? The use of factory parties of factory parties and the section of factory parties and the section of the se	arts, cost and repair history.  /GM - \$95.00.  aintain good  nen making purchases?	✓ Yes ✓ Yes ✓ Yes ✓ Yes	No
	<ol> <li>(1) Are they authorized dealers?</li> <li>(2) What process was used in selecting a service ven.</li> <li>(3) What are the hourly rates being charged? McCau         <ul> <li>(a) Are discounts given on parts?</li> </ul> </li> <li>(4) Has the command shopped for the most cost effect.</li> <li>(5) Does the Area constantly change vendors, or worklong-term relationships?</li> <li>(6) Does the AT adhere to policy in HPM 11.2, Material. If vehicle availability has been a problem, has Area exp.</li> <li>(1) What percentage of the fleet is needed on weeken.</li> </ol>	dor? The use of factory parties as \$88.00 ctive vendors? cout problems in order to make the manual of the perimented with weekend make? Same as week days.	arts, cost and repair history.  /GM - \$95.00.  aintain good  nen making purchases?	✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes	No
	<ol> <li>(1) Are they authorized dealers?</li> <li>(2) What process was used in selecting a service ven</li> <li>(3) What are the hourly rates being charged? McCau         <ul> <li>(a) Are discounts given on parts?</li> </ul> </li> <li>(4) Has the command shopped for the most cost effect</li> <li>(5) Does the Area constantly change vendors, or worklong-term relationships?</li> <li>(6) Does the AT adhere to policy in HPM 11.2, Material If vehicle availability has been a problem, has Area exp</li> <li>(1) What percentage of the fleet is needed on weeken</li> <li>(2) Are there shortages of vehicles on Mondays?</li> </ol>	dor? The use of factory parties of factory parties as \$81.00/Jack's - \$88.00/Jack's - \$88.00/J	arts, cost and repair history.  /GM - \$95.00.  aintain good  nen making purchases?	✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes ☐ Yes	No
b.	<ol> <li>(1) Are they authorized dealers?</li> <li>(2) What process was used in selecting a service ven</li> <li>(3) What are the hourly rates being charged? McCau         <ul> <li>(a) Are discounts given on parts?</li> </ul> </li> <li>(4) Has the command shopped for the most cost effect</li> <li>(5) Does the Area constantly change vendors, or work long-term relationships?</li> <li>(6) Does the AT adhere to policy in HPM 11.2, Material If vehicle availability has been a problem, has Area expectations of the fleet is needed on weekend.</li> <li>(1) What percentage of the fleet is needed on weekend.</li> <li>(2) Are there shortages of vehicles on Mondays?</li> <li>(3) If more than one AT, are their hours/days schedule.</li> </ol>	dor? The use of factory parties of factory parties as \$81.00/Jack's - \$88.00/Jack's - \$88.00/J	arts, cost and repair history.  /GM - \$95.00.  aintain good  nen making purchases?	✓ Yes ✓ Yes ✓ Yes ✓ Yes ─ Yes ─ Yes ─ Yes ─ Yes	No

#### AREA MANAGEMENT EVALUATION

#### FLEET MANAGEMENT

-						
	(2)	Is the Area's vehicle washing procedure practic	cal and economical?		✓ Yes	□ No
		(a) Is excessive officer time used to wash veh	icles?		☐ Yes	☑ No
	(3)	Is there more than one car wash facility availab	ole?		✓ Yes	□No
	(4)	Are vehicles being excessively washed or deta	iled?		☐ Yes	✓ No
	(5)	Does the Area have a maintenance worker or ja	anitor wash cars?		☐ Yes	☑ No
	(6)	Is there any other program that can be of assist	tance in washing cars?		☐ Yes	☑ No
d	Hov	w do officers report defective equipment? Veh	icle defect sheet located at key be	pard,		
	(1)	Who is authorized to declare a vehicle unsafe for	or patrol? Supervisors. OIC's a	nd Automotive Technicia	n	
			4			
		(a) Who determines when a vehicle is safe after	er repair or checking of defects?	Automotive Technician		
		(b) Does he/she sign off the report form and in	dicate what has been done?		✓ Yes	□No
		(c) Is this system effective?			✓ Yes	□No
		(d) How long are records kept? Life of the ve	hicle folder.			
		(e) Is there a system in place to check vehicles		suits?	✓ Yes	□ No
4. MI	MILEAGE MANAGEMENT  EVALUATED Yes  NO		CORRECTED			
a.	Doe	s Area have a system to ensure equitable milea	ge accumulation on all vehicles?		✓ Yes	□No
	(1)	Are vehicles run out in the same order they are	received?		✓ Yes	□No
	(2)	Is there an appropriate spread of odometer read	dings so that vehicles are run out	at regular intervals?	✓ Yes	□No
		(a) If not, can adjustments be made to accomp	lish this? NIA		☐ Yes	□No
b.	How	are adjustments to mileage accomplished?	ffective priority vehicle adjustme	ints.		
	(1)	Do field supervisors and officers understand the	ir responsibility in vehicle assignr	ments?	✓ Yes	□No
	(2)	Does the AT understand what is required?			✓ Yes	□ No
	(3)	Does the Area have a "personalized vehicle ass	ignment" program?		☐ Yes	☑ No
		(a) If so, how does it effect mileage averaging?	NIA			
C.	How	does the Area project run outs? Mileage avera	aging.			
	(1)	Is FOS provided 30-45 days advance notice?			✓ Yes	□No

#### STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

#### FLEET MANAGEMENT

	(2	(2) What has been the condition of vehicles returned to FOS	? Good operating	condition.		
			<del>_</del>			
	(3	Are the right equipment options completed?			✓ Yes	□ No
A	UTO	OMOTIVE WORK AREA/EQUIPMENT	Yes	ACTION REQUIRED No	CORRECTED	,
8	. Is	s there adequate space and comfort in the AT office?			✓ Yes	□No
	(1	1) Is the office arranged neatly, and are all bulletins and man	nuals current?		✓ Yes	□ No
	(2	2) Does the AT maintain a service and flat rate manual?			✓ Yes	□ No
b	. Is	s the space for working on vehicles adequate?			✓ Yes	□ No
	(1	1) Is it clean and organized?			✓ Yes	□ No
С	. Do	Does the AT have the supply of tools listed in HPM 31.1, Fleet	Operations Manua	I, Chapter 6?	✓ Yes	□ No
	(1)	1) Is there an inventory?			✓ Yes	□ No
		(a) When was it last checked? 63/06			Yes	□ No
	(2)	2) Are the tools located where they can be easily accessed by	by the AT when wor	king on vehicles?	✓ Yes	□ No
		(a) Are they clean and properly maintained?			✓ Yes	□ No
		(b) Is there security for the tools when the AT is not prese	ent?		✓ Yes	□ No
		(c) Who has access to the tools? Supreculsors	H MAJAGERS		☐ Yes	□No
d.	Do	oes the AT have the equipment necessary to perform all requ	uired tasks?		✓ Yes	□ No
	(1)	) If not, has it been budgeted for and/or ordered? $n h h$			☐Yes	□ No
е.	ls	the equipment neat, clean and in good repair?			✓ Yes	□ No
	(1)	) Have replacements been planned and budgeted for?			✓ Yes	□No
f.	Are	e there additional tools or items of equipment needed?			✓ Yes	□No
	(1)	) Could the AT be more effective if they were available?			✓ Yes	□ No
	(2)	) Can they and/or have they been requisitioned or requester	d?		✓ Yes	□No
TI	RES	S, PARTS AND SUPPLIES	Yes	NO	CORRECTED	)
a.	ls t	the space provided for parts and supplies adequate?			✓ Yes	□No
	(1)	) If not, can more space be provided? µ¡A			☐ Yes	□No
	(2)	) Is the space neatly and logically organized?			✓ Yes	□No
	(3)	) Is there adequate security?			✓ Yes	□No
	(4)	) Who has access to the parts/supplies? Authorized emplo	ovecs			
	(5)	Are batteries stored in a dry location, off the cement floor?			✓ Yes	□No
b.	Are	e automotive parts and supplies inventoried and maintained	in Fleet Focus (FF)	as required?	✓ Yes	□ No

# DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

#### **FLEET MANAGEMENT**

_		(10.100)		
	C.	Are reasonable numbers of parts/supplies stocked?	✓ Yes	□No
		(1) Are there obsolete parts on hand?	☐ Yes	☑ No
	d.	Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation?	✓ Yes	□ No
	e,	Are adequate records maintained for tires, and are all tires accounted for?	✓ Yes	□No
		(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section?	✓ Yes	□No
		(2) Are proper guidelines in place for record keeping?	✓ Yes	□No
		(a) Are records reviewed by management?	✓ Yes	□No
		(3) Are tires properly safeguarded from theft or misuse?	✓ Yes	□No
		(a) How are tires stored? On tire racks in the service bay and storage room.		
		(4) Is access to the tires restricted to the AT and his/her assistant or backup?	✓ Yes	□No
	_	(5) Does Area provide motorcycle vendors with a stock of tires?	Yes	☑ No
		(6) Does it appear tires are being replaced prematurely?	Yes	☑ No
		(7) Are adequate records maintained for used tires?	✓ Yes	□No
_		(a) Is the disposition of used tires within policy?	✓ Yes	□ No
	f. I	How are old tires/batteries disposed of? Per policy/State contract.		
		(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders?	✓ Yes	□No
	1	2) Are either tires or batteries being traded to offset installation costs?	Yes	☑ No
	(	3) Are the provisions of any tire or battery disposal contract being met?	✓ Yes	□No
	g.	Are Material Safety Data Sheets (MSDS) posted as required?	✓ Yes	□No
	(	1) Are all containers (other that the original) containing hazardous materials properly marked?	✓ Yes	□No
	h. i	Has the quarterly count of parts, tires, accessories and supplies been conducted?	✓ Yes	□No
	(	1) Who conducted the count? Automotive Technician and a supervisor double checks.		
	_			
7. 1	FUE	L DISPENSING FACILITY  FVALUETED  Yes  ACTION REQUIRED  NO	CORRECTED	
á		Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location?	✓ Yes	□No
	(	1) What procedures have been established for purchasing fuel from service stations in emergencies? Vehicle	credit care	d (emergency
		only)		
		(a) Is self-service or full-service used? Self-service		

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

#### AREA MANAGEMENT EVALUATION

#### FLEET MANAGEMENT

	( ) and ( ) an		
	(2) Is there a written policy, and is it complied with?	✓ Yes	□No
b	. Is the fuel island clean and neat?	✓ Yes	□No
	(1) Does it need repair or painting?	☐ Yes	☑ No
	(2) Are fuel, water and air hoses in good repair?	✓ Yes	□ No
	(3) Is the break-away coupler installed?	✓ Yes	□No
	(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	✓ Yes	□No
	(5) Is there a clean oil storage rack?	✓ Yes	□ No
	(6) Is the lighting adequate?	✓ Yes	□No
	(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	✓ Yes	□No
	(8) Have problems been reported to Facilities Section? NIA	☐ Yes	□No
C.	Is there an adequate amount of supplies available to officers?	✓ Yes	□No
d.	Who fuels the vehicles? Drivers.		
	(1) Are flulds and tires checked during fueling?	✓ Yes	□ No
e.	Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	✓ Yes	□ No
	(1) Are pump meters and the storage tank properly safeguarded?	✓ Yes	□ No
	(2) Who has access to the keys to lock the meters and the storage tank? Automotive Technician and manage	ement.	
	(3) Is gasoline measured before and after deliveries?	✓ Yes	□ No
f.	What method is used to log fuel and oil used in individual vehicles? Gas Boy System, daily fuel logs and CHP	33.	
	(1) Are records maintained as required?	✓ Yes	□ No
	(2) What is done to reconcile differences of more than 2-3 gallons daily? Gas Boy		
g.	Does the physical inventory reasonably balance with the metered inventory each month?	✓ Yes	□ No
	(1) When was the pump meter last checked for accuracy? 02/28/2008		
h.	Is there a contract for fuel?	✓ Yes	□No
	(1) How often is the fuel supply replenished? Scheduled deliveries		
	(2) At what level is it refilled? When level drops to 2000 gallons.		
i.	How does the Area secure the fuel pumps when they are not in use?		
	(1) Is the system adequate?	✓ Yes	□ No
	(2) Is it utilized by all personnel?	✓ Yes	□ No

## DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

#### **FLEET MANAGEMENT**

8.	SAFE	ETY	Yes	ACTION REQUIRED	CORRECTED		
_	a. D	oes the Area conduct an inspection of the facility twice each ye			✓ Yes	□No	
	(1) Are the AT's work areas inspected?					□No	
-	b. A	re there possible unsafe conditions within the AT's work areas?			Yes	☑ No	
	(1	) Is the shop floor clean and free of any spills?	✓ Yes	□No			
	(2	Are electrical cords or hoses posing a hazard?			☐ Yes	☑ No	
	(3	Are fire extinguishers charged, inspected and of the proper t	ype?		✓ Yes	□No	
	(4	Are any batteries leaking or stored improperly?			☐ Yes	☑ No	
	(5	Are there loose items on the floor?	-		Yes	☑ No	
	(6)	Is the bench grinder firmly affixed, and are there safety glass	ses available?		✓ Yes	□ No	
		(a) Are they worn by the AT?			✓ Yes	□No	
	(7)	Is the battery charger in a safe place?			✓ Yes	□ No	
	(8)	Are masks available for AT's to wear when servicing brakes?	?		✓ Yes	□No	
		(a) If yes, are they wom?			✓ Yes	□ No	
	(9)	Are jack stands properly utilized?			✓ Yes	□ No	
(	c. WI	hat is the Area occupational safety record as it relates to fleet n	nanagement? Excell-	ent - No injuries.			
	(1)	Have any injuries been prevented with an improved safety as			✓ Yes	□ No	
9.	VEHI	CLE RECORDS AND MAINTENANCE	Yes	No No	CORRECTED	)	
a	а. Аг	e fleet records logically filed?			✓ Yes	□No	
	(1)	Are they conveniently located and available to the AT and su	pervisor?		✓ Yes	□No	
	(2)	Do files contain all required documents?			✓ Yes	□No	
		(a) If documents are not in files, where are they located?					
b	. Do	the Fleet Focus (FF) documents comply with the instructions is	n HPM 31.1, Fleet Op	erations Manual?	✓ Yes	□No	
	(1)	Are documents legible and complete?			✓ Yes	□ No	
	(2)	(2) Who reviews the FF reports? Supervisor					
	(3)	How is the information used in Area's fleet administration?	fleet Focus Used.				
С	. Is t	he CHP 424 current?			☑ Yes	□ No	
	(1)	Does the CHP 424 reveal any unusual repair patterns or dup	licate services?		☐Yes	☑ No	

## DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

#### **FLEET MANAGEMENT**

(2) Have required services been done at the proper mile	eage?		✓ Yes	□No
d. Is the Area using the most effective and economical met	thod of repairing/maintaining	ng the fleet?	✓ Yes	□No
(1) Are hourly rates in line with prevailing rates?			✓ Yes	□ No
(2) Does the AT refer to manuals for invoice cost inform	nation?		✓ Yes	□No
(3) Is work being done by vendors that should be done	by the AT?		☐ Yes	✓ No
(4) Are there any warranty problems?			☐ Yes	☑ No
(a) If so, are they being resolved? μίγρ			☐ Yes	□ No
(5) Is the credit card being used in lieu of an invoice?			☐ Yes	☑ No
(6) Does the commander or his/her designee review and	d/or approve invoices?		✓ Yes	□ No
(a) If so, is there a threshold limit, and how is the ap	pproval indicated on the inv	oice? Approval stamp.		
e. Do invoices indicate parts are being supplied by the CHF	>?		✓ Yes	□No
(1) If parts are on invoices, does the vendor give a disco	✓ Yes	□No		
f. Are fleet operations bulletins maintained and accessible t	✓ Yes	□No		
10. CONDITION OF THE FLEET	Yes	ACTION REQUIRED NO	CORRECTED	1
a. Using a CHP 33E, Vehicle Inspection Checklist, as a guid	de, are there any patterns	or problems identified?	☐ Yes	☑ No
(1) Have any unauthorized modifications been made on	vehicles?		☐ Yes	☑ No
11. MOTORCYCLES	N'A	ACTION REQUIRED	CORRECTED	).
a Is the Area commander involved and kept informed of mo		PCS-170A	☐ Yes	□No
(1) Are the program objectives clearly understood by the	commander and supervis	ors?	Yes	□ No
(2) Does the Area have an up-to-date SOP relating to m	notorcycle operations?		☐ Yes	□No
b. Are motorcycles being deployed in conformance with dep	partmental policy and Flee	Operations Bulletins?	☐ Yes	□ No
(1) Are motorcycles being used on beats with predomina	antly high speed problems	?	☐ Yes	□ No
(2) Are motorcycles used for special duty officer transpo	ntation?		Yes	□No
(3) Are motorcycles parked at the Area office during vac	ations and extended days	off?	☐ Yes	□No
c. Are Fleet Operations Bulletins pertaining to motorcycles f	filed together?		☐ Yes	□ No
(1) What system is in place to verify understanding and	compliance?			
(2) Are Bulletins discussed with riders?			Yes	□No
d. What type of active safety program does the Area have?				

### DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

#### FLEET MANAGEMENT

7	(1)	Is there a Defensive Rider Program?	☐ Yes	□No
	15	Is there a sufficient number of CMTOs?	☐ Yes	□No
	(3)	What is the Area's safety record?		
		(a) How does it compare with Division and statewide rates?		
	(4)	Does the Area conduct quarterly motorcycle training?	☐ Yes	□No
		(a) Are mandatory exercises being conducted?	☐ Yes	□No
		(b) Are ride-alongs being conducted on a regular basis and properly documented?	☐ Yes	□No
e	Are	emergency radio repairs made at the office or at the radio shop?		
	(1)	Are the arrangements satisfactory	☐ Yes	□No
	(2)	Is the repair person proficient?	☐ Yes	□No
	(3)	Is service available on weekends?	☐ Yes	□No
	(4)	Are motorcycles down for unreasonable amounts of time because of poor service?	Yes	□No
	(5)	Are any motorcycles being operated with radios in a defective condition?	☐ Yes	□No
	(6)	Are any repairs being done by riders?	☐ Yes	□No
	(7)	Does the Area swap radios with idle units to reduce down time?	☐ Yes	□No
		(a) If so, are radios being returned to the original units or reported to Telecommunications Section?	Yes	□No
g.	Is th	nere adequate space to park and/or store motorcycles?	☐ Yes	□ No
	(1)	Is safety compromised?	☐ Yes	□No
	(2)	Are units parked near an entrance causing foot traffic to be inhibited?	☐ Yes	□No
	(3)	Are preventative measures in place to avoid problems caused by oil drippings?	Yes	□No
	(4)	Are parked motorcycles susceptible to theft or vandalism?	☐ Yes	□ No
	(5)	When garaged at home, is the motorcycle in a covered, secured area?	☐ Yes	□No
		(a) Has it been inspected and approved?	☐ Yes	□ No
		(b) Are records of the approval on file?	☐ Yes	□No
h.		the motorcycle program supervisor developed a workable procedure for storing and accounting for roved supplies and equipment replacements?	☐ Yes	□No
	(1)	Do equipment and accessory times comply with departmental regulations?	Yes	□ No
	(2)	is there ample supply available?	Yes	□No
	(3)	Are spare tires available?	☐ Yes	ΔNo
	(4)	ls a battery charger available?	☐Yes	□ ye
				1

# DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

#### **FLEET MANAGEMENT**

_	/	(5)	Is there security and an accurate inventory kept?	☐ Yes	□No
	i,	WA	at arrangements have been made for servicing and repairing motorcycles?		
		(1)	Is it satisfactory and cost effective?	Yes	□ No
		(2)	Does the maintenance program minimize officer and vehicle down time?	☐ Yes	□No
		(3)	How is repair work verified?		
		(4)	Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?	Yes	□ No
			(a) Is a supervisor's permission required?	Yes	□No
			(b) Is there a SOP covering this aspect of motorcycle operation?	☐ Yes	□No
		(5)	If not ridden, how are motorcycles transported to vendors for repairs?		
		(6)	Does the Area have a motorcycle trailer?	☐ Yes	□No
			(a) How often is it used?		
			(b) If one is not available, has Area budgeted for one?	☐ Yes	□No
	j.	Are v	vehicle files logically kept and up-to-date?	Yes	□ No
		(1)	Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?	Yes	□No
		(2)	Does the motorcycle supervisor review all motorcycle invoices?	☐ Yes	□No
		(3)	Is service up-do-date?	Yes	□No
	ķ.	Are Mon	daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, thly Motorcycle Inspection List, completed as required?	Ų Yes	□No
		(1)	Are mechanical discrepancies recorded with the date noted and date corrected?	☐ Yes	□No
		(2)	Are the forms filed for the life of the motorcycle?	Yes	No.
	ſ.	Utiliz Area	ing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?	☐ Yes	□No

#### Memorandum



Date:

October 20, 2008

To:

Central Division

From:

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

Merced Area

File No.:

460.10533.13163

Subject:

CHAPTER INSPECTIONS

In accordance with HPG 22.1, informal evaluations were completed for Chapter 10 (Personal Weapons Inspection) and Chapter 6 (Fleet Management Inspection). Attached are Merced Area's completed reports for the above mentioned reports. If you have any questions, please contact Lieutenant-D.M. Troxell at (209) 356-2956.

S. BADILLA, Captain

Commander Merced Area

#### Memorandum

Date:

October 10, 2008



To:

Merced Area

From:

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

Merced Area

File No.:

460.7742

Subject:

AREA MANAGEMENT EVALUATION: FLEET MANAGEMENT

In accordance with HPG 22.1, an informal evaluation of Chapter 6 (Fleet Management Inspection) was conducted during the month of October, 2008. At the conclusion of the inspection, there were no noted deficiencies.

G. L. SABIN, #7742

Sergeant

Attachments

L-181111012 6 STATE OF CALIFORNIA NUMBER AREA DIVISION DEPARTMENT OF CALIFORNIA HIGHWAY PATROL 461 Los Banos Central AREA MANAGEMENT EVALUATION EVALUATED BY DATE FLEET MANAGEMENT 10/07/2008 Paul Speers, Sergeant CHP 453F (Rev. 6-06) OPI 009 INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired. SUSPENSE DATE TYPE OF EVALUATION Informal Evaluation 12/31/2008 Formal Evaluation DATE FOLLOW-UP REQUIRED COMMANDER'S REVIEW W.B. NATION Correction Report 10/20/2008 Yes V No

#### AREA MANAGEMENT EVALUATION

CHP 453F (Rev. 6-06) OPI 009				
(1) Is there an unmarked patrol vehicle assigned for the comm	nander?		☑ Yes	☐ No
(2) If the number of vehicles assigned is in excess of the form	ula, what justification ha	as been made?		
b. Are there procedures in place to ensure there are sufficient ver	nicles available at the be	eginning of each shift?	☑ Yes	□No
(1) Are officers allowed to perform minor corrections in order to	o keep the vehicles on t	the road?	☑ Yes	☐ No
(a) Is there a supply of tools and minor equipment availab	ole?		✓ Yes	□No
c. What is the justification for any vehicle kept at employees home	es after duty hours?	The Area Command	der and a men	nber of the
narcotics task force are authorized to take their vehicles home.			(A)	167000
d. Who does the commander allow to ride in vehicles?	State employees and pr	ospective cadets.		
(1) Do supervisors use the CHP 428, Release and Waiver of L	iability?		☑ Yes	☐ No
(a) Is the CHP 428 kept for the appropriate period of time?	?		☑ Yes	☐ No
3. SERVICE ARRANGEMENTS	EVALUATED X	ACTION REQUIRED	CORRECTED	
What vendors are being used for servicing or repairing vehicles:		nd A&A Automotive.	Lui v v v v v v v	
(1) Are they authorized dealers?			☑ Yes	☐ No
	/arranty issues, timely r	epairs, use of factory p	arts.	
	· · · · · · · · · · · · · · · · · · ·			
(3) What are the hourly rates being charged? \$85.00	7	A104)		
(a) Are discounts given on parts?		*****	Yes	☑ No
(4) Has the command shopped for the most cost effective vend	ors?		√ Yes	□No
(5) Does the Area constantly change vendors, or work out prob long-term relationships?	lems in order to maintai	n good	√ Yes	□No
(6) Does the AT adhere to policy in HPM 11.2, Materials Manag	gement Manual, when m	naking purchases?	☑ Yes	☐ No
b. If vehicle availability has been a problem, has Area experimented			Yes	☑ No
(1) What percentage of the fleet is needed on weekends?	30%		<u> </u>	
(2) Are there shortages of vehicles on Mondays?			Yes	 ☑ No
(3) If more than one AT, are their hours/days scheduled most ef	fectively?		Yes	☑ No
(a) Is overtime needed for maximum enforcement periods?			Yes	☑ No
c. Are provisions adequate to ensure regular washing of vehicles?	OF TANKS A PARTY.		✓ Yes	☐ No
(1) How are interiors cleaned? Officers take vehicles to car v	vash that also cleans int	erior.	<del>20-117-101-1772</del>	
	19			

#### AREA MANAGEMENT EVALUATION

	ET N	IANAGEMENT (Rev. 6-06) OPI 009		
		Is the Area's vehicle washing procedure practical and economical?	√ Yes	□ No
		(a) Is excessive officer time used to wash vehicles?	Yes	☑ No
	(3)	Is there more than one car wash facility available?	☑ Yes	□No
	(4)	Are vehicles being excessively washed or detailed?	Yes	☑ No
	(5)	Does the Area have a maintenance worker or janitor wash cars?	☐ Yes	☑ No
-	(6)	Is there any other program that can be of assistance in washing cars?	[] Yes	☑ No
d	Но	w do officers report defective equipment? Vehicle defect sheets are located next to the key board.		
	(1)	Who is authorized to declare a vehicle unsafe for patrol? Supervisors, Officers, Automotive Tech	nnician	
	Neiss	(a) Who determines when a vehicle is safe after repair or checking of defects?  Automotive Techn	าเวเลท	
	ileson.	(b) Does he/she sign off the report form and indicate what has been done?	☑ Yes	□No
		(c) Is this system effective?	☑ Yes	☐ No
		(d) How long are records kept? 5 years		
		(e) Is there a system in place to check vehicles for defects after high speed pursuits?	✓ Yes	☐ No
4. M.	LEA	GE MANAGEMENT EVALUATED ACTION REQUIRED	CORRECTED	
a.		s Area have a system to ensure equitable mileage accumulation on all vehicles?	☑ Yes	☐ No
	•	Are vehicles run out in the same order they are received?	√ Yes	☐ No
///		Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals?	√ Yes	□No
		(a) If not, can adjustments be made to accomplish this?	Yes	☐ No
b.	How	are adjustments to mileage accomplished? Priority vehicle assignments.		
	(1)	Do field supervisors and officers understand their responsibility in vehicle assignments?	√ Yes	☐ No
		Does the AT understand what is required?	☑ Yes	☐ No
<del>cadaro</del>		Does the Area have a "personalized vehicle assignment" program?	Yes	☑ No
		(a) If so, how does it effect mileage averaging?		
C.	How	does the Area project run outs? Mileage averaging.		
	(1)	Is FOS provided 30-45 days advance notice?	√ Yes	☐ No

#### AREA MANAGEMENT EVALUATION

CHP 453F	(Rev.	6-06)	OPI 009	í
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CHP 453F (Rev. 6-06) OPI 009				
(2) What has been the condition of vehicles returned to F	FOS? Good operation	ng condition.		
(3) Are the right equipment options completed?			√ Yes	□No
5. AUTOMOTIVE WORK AREA/EQUIPMENT	EVALUATED X .	ACTION REQUIRED	CORRECTED	
a. Is there adequate space and comfort in the AT office?			√ Yes	□No
(1) Is the office arranged neatly, and are all bulletins and	manuals current?		☑ Yes	□No
(2) Does the AT maintain a service and flat rate manual?			☑ Yes	□No
b. Is the space for working on vehicles adequate?			√ Yes	□ No
(1) Is it clean and organized?			☑ Yes	☐ No
c. Does the AT have the supply of tools listed in HPM 31.1, F	, Chapter 6?	☑ Yes	□ No	
(1) Is there an inventory?		**************************************	☑ Yes	□ No
(a) When was it last checked?		1000	☑ Yes	□No
(2) Are the tools located where they can be easily access	sed by the AT when work	ting on vehicles?	✓ Yes	☐ No
(a) Are they clean and properly maintained?	A CONTRACTOR OF THE PARTY OF TH		☑ Yes	□ No
(b) Is there security for the tools when the AT is not p	present?		√ Yes	☐ No
(c) Who has access to the lools?	The City of the passes of the Walter of the City of th	· · · · · · · · · · · · · · · · · · ·	Yes	□No
d. Does the AT have the equipment necessary to perform all	required tasks?		√ Yes	☐ No
(1) If not, has it been budgeted for and/or ordered?			Yes	□ No
e. Is the equipment neat, clean and in good repair?	(47		√ Yes	No
(1) Have replacements been planned and budgeted for?	***************************************		✓ Yes	☐ No
f. Are there additional tools or items of equipment needed?			Yes	☑ No
(1) Could the AT be more effective if they were available?			☐ Yes	☑ No
(2) Can they and/or have they been requisitioned or reque			☐ Yes	☑ No
S. TIRES, PARTS AND SUPPLIES	EVALUATED X	ACTION REQUIRED	CORRECTED	
a. Is the space provided for parts and supplies adequate?			☑ Yes	☐ No
(1) If not, can more space be provided?	17-11M11 - 7-50-500 (		☐ Yes	☐ No
(2) Is the space neatly and logically organized?			☑ Yes	□ No
(3) Is there adequate security?			☑ Yes	☐ No
(4) Who has access to the parts/supplies? Automoti	ve Technician, Sergeant	S		
(5) Are batteries stored in a dry location, off the cement flo	por?		√ Yes	☐ No
b. Are automotive parts and supplies inventoried and maintain		is required?	☑ Yes	☐ No

#### AREA MANAGEMENT EVALUATION

СН	IP 453F	(Rev. 6-06) OPI 009			
	c. Ar	e reasonable numbers of parts/supplies stocke	d?	☑ Yes	☐ No
	(1)	Are there obsolete parts on hand?		Yes	☑ No
	d. Do	es Area stock parts/supplies purchased by the	Department, and provide them to the vendor for in	nstallation? 💟 Yes	☐ No
	e. Ar	e adequate records maintained for tires, and ar	e all tires accounted for?	☑ Yes	□No
*****	(1)	Are tire requests properly documented and o Business Services Section?	rdered through the Purchasing Services Unit of	☑ Yes	□No
0000000	(2)	Are proper guidelines in place for record kee	oing?		☐ No
*******		(a) Are records reviewed by management?			☐ No
******	(3)	Are tires properly safeguarded from theft or n	nisuse?	☑ Yes	☐ No
		(a) How are tires stored? On storage ra	cks in the service bay.		
	(4)	Is access to the tires restricted to the AT and	his/her assistant or hackun?		☐ No
		Does Area provide motorcycle vendors with a		☐ Yes	✓ No
	(5)	Does it appear tires are being replaced prema		Yes	☑ No
	(6) 	Are adequate records maintained for used tire		✓ Yes	□No
	(7)	(a) Is the disposition of used tires within poli		☑ Yes	☐ No
f	 . Hov		tire sales, batteries returned to vendors.		
	(1)	Is the Sale of Discarded Tires/Junk Batteries/	Jsed Rotors (CHP 265) sent to prospective bidder	s? 🗸 Yes	☐ No
	(2)	Are either tires or batteries being traded to off	set installation costs?	☐ Yes	Ø No
*****	(3)	Are the provisions of any tire or battery dispos	al contract being met?	☑ Yes	☐ No
9	g. Are	Material Safety Data Sheets (MSDS) posted a	s required?	☑ Yes	□No
41.60 <u>-0</u>	(1)	Are all containers (other that the original) cont	aining hazardous materials properly marked?	☑ Yes	☐ No
ŀ	n. Has	the quarterly count of parts, tires, accessories	and supplies been conducted?	☐ Yes	☑ No
	(1)	Who conducted the count? A quarterly coun	t of parts will be conducted 12/08.		
7. F	UEL C	DISPENSING FACILITY	EVALUATED ACTION REQUIR	RED CORRECTED	)
.—a		the state of the s			□ No
	(1)	(1) What procedures have been established for purchasing fuel from service stations in emergencies? State is:			(credit) card
	1000	in each vehicle.		4,	
		(a) Is self-service or full-service used?	Self		
СНР	153F (Rev	6-06) Page 5	Destroy Previous Editions		c453f606 frp

#### AREA MANAGEMENT EVALUATION

CHP 453F (Rev. 6-06) OPI 009		
(2) Is there a written policy, and is it complied with?	☑ Yes	☐ No
b. Is the fuel island clean and neat?	☑ Yes	☐ No
(1) Does it need repair or painting?	☐ Yes	☑ No
(2) Are fuel, water and air hoses in good repair?	☑ Yes	☐ No
(3) Is the break-away coupler installed?	☑ Yes	☐ No
(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	√ Yes	☐ No
(5) Is there a clean oil storage rack?	☑ Yes	☐ No
(6) Is the lighting adequate?	☑ Yes	☐ No
(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	☑ Yes	☐ No
(8) Have problems been reported to Facilities Section?	√ Yes	☐ No
c. Is there an adequate amount of supplies available to officers?	√ Yes	☐ No
d. Who fuels the vehicles? Drivers		
(1) Are fluids and tires checked during fueling?	☑ Yes	☐ No
e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	☑ Yes	□No
(1) Are pump meters and the storage tank properly safeguarded?	☑ Yes	□No
(2) Who has access to the keys to lock the meters and the storage tank? Supervisors and Automotive	Technician	
		0
(3) Is gasoline measured before and after deliveries?		☐ No
f. What method is used to log fuel and oil used in individual vehicles?  Log sheet located next to pumps		
(1) Are records maintained as required?	√ Yes	□ No
(2) What is done to reconcile differences of more than 2-3 gallons daily? It has not been an is	ssue	
g. Does the physical inventory reasonably balance with the metered inventory each month?	√ Yes	□ No
(1) When was the pump meter last checked for accuracy? August 2008		
h. Is there a contract for fuel?	✓ Yes	☐ No
(1) How often is the fuel supply replenished? Every other month		
(2) At what level is it refilled? At 2000 gallons		
i. How does the Area secure the fuel pumps when they are not in use?  In locked compound		and the second
(1) Is the system adequate?	☑ Yes	□ No
(2) Is it utilized by all personnel?	√ Yes	□ No
		W.155

#### AREA MANAGEMENT EVALUATION

#### FLEET MANAGEMENT

8.	SAFETY	EVALUATED X		ACTION REQUIRED	CORRECTED	
	a. Does the Area conduct an inspection of the facility twice ea	ach year to detect saf	fety haza	rds?	☑ Yes	☐ No
*****	(1) Are the AT's work areas inspected?				☑ Yes	□ No
	b. Are there possible unsafe conditions within the AT's work a	reas?			Yes	☑ No
-	(1) Is the shop floor clean and free of any spills?				☑ Yes	□ No
	(2) Are electrical cords or hoses posing a hazard?				☐ Yes	☑ No
*****	(3) Are fire extinguishers charged, inspected and of the pr	oper type?			☑ Yes	☐ No
	(4) Are any batteries leaking or stored improperly?				Yes	☑ No
	(5) Are there loose items on the floor?				Yes	☑ No
-	(6) Is the bench grinder firmly affixed, and are there safety	glasses available?			☑ Yes	□No
	(a) Are they worn by the AT?				☑ Yes	□ No
	(7) Is the battery charger in a safe place?					□ No
	(8) Are masks available for AT's to wear when servicing brakes?				☑ Yes	☐ No
	(a) If yes, are they worn?				☑ Yes	□ No
********	(9) Are jack stands properly utilized?				☑ Yes	☐ No
	c. What is the Area occupational safety record as it relates to	fleet management?	Excelle	nt, no injuries		
O Control						
	(1) Have any injuries been prevented with an improved saf	Activity to the second second			☑ Yes	□No
9.	VEHICLE RECORDS AND MAINTENANCE	EVALUATED X		ACTION REQUIRED	CORRECTED	
	a. Are fleet records logically filed?				☑ Yes	□ No
	(1) Are they conveniently located and available to the AT a	nd supervisor?			☑ Yes	□ No
	(2) Do files contain all required documents?				☑ Yes	☐ No
	(a) If documents are not in files, where are they locate	d? Automotive Te	chnician'	s desk waiting to b	e filed.	
k	b. Do the Fleet Focus (FF) documents comply with the instruct	ions in HPM 31.1, Fle	eet Opera	ations Manual?	✓ Yes	☐ No
	(1) Are documents legible and complete?				☑ Yes	No
	(2) Who reviews the FF reports? Sergeant Speers					
	(3) How is the information used in Area's fleet administration	n? Mile	age accu	mulation	and the second second second	
					(°7)	
· ·	c. Is the CHP 424 current?				☑ Yes	□ No
	(1) Does the CHP 424 reveal any unusual repair patterns o	r duplicate services?			Yes	☑ No

#### AREA MANAGEMENT EVALUATION

CHP	P 453F (Rev. 6-06) OPI 009			
	(2) Have required services been done at the proper mileage?		☑ Yes	☐ No
d.	d. Is the Area using the most effective and economical method of repairing/maintaining the fle	et?	☑ Yes	□ No
	(1) Are hourly rates in line with prevailing rates?		☑ Yes	☐ No
	(2) Does the AT refer to manuals for invoice cost information?		☑ Yes	☐ No
	(3) Is work being done by vendors that should be done by the AT?	ALL CONTRACTOR OF THE CONTRACT	☐ Yes	☑ No
	(4) Are there any warranty problems?		☐ Yes	☑ No
***************************************	(a) If so, are they being resolved?		Yes	☐ No
	(5) Is the credit card being used in fieu of an invoice?		☐ Yes	☑ No
-	(6) Does the commander or his/her designee review and/or approve invoices?		☑ Yes	□ No
	(a) If so, is there a threshold limit, and how is the approval indicated on the invoice?	Approval	stamp by Com	mander
		Andrew History and Hilliam		
	Do invoices indicate parts are being supplied by the CHP?		☑ Yes	☐ No
€.	(1) If parts are on invoices, does the vendor give a discount?		✓ Yes	☐ No
	Are fleet operations bulletins maintained and accessible to the AT?	✓ Yes	☐ No	
e	EVALUATED ACT	TION REQUIRED	CORRECTED	
	CONDITION OF THE FLEET X			
a.	Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or proble	ms identified?	Yes	☑ No
	(1) Have any unauthorized modifications been made on vehicles?	TON DE OURSES	☐ Yes	☑ No
11. N	MOTORCYCLES EVALUATED N/A	ION REQUIRED	CORRECTED	
a.	. Is the Area commander involved and kept informed of motorcycle deployment, needs, proble	ems, etc.?	Yes	☐ No
	(1) Are the program objectives clearly understood by the commander and supervisors?		Yes	☐ No
	(2) Does the Area have an up-to-date SOP relating to motorcycle operations?		Yes	☐ No
b.	Are motorcycles being deployed in conformance with departmental policy and Fleet Operatio	ons Bulletins?	Yes	□ No
	(1) Are motorcycles being used on beats with predominantly high speed problems?		Yes	☐ No
	(2) Are motorcycles used for special duty officer transportation?		☐ Yes	□No
	(3) Are motorcycles parked at the Area office during vacations and extended days off?		☐ Yes	☐ No
C.	Are Fleet Operations Bulletins pertaining to motorcycles filed together?		☐ Yes	□No
	(1) What system is in place to verify understanding and compliance?			
		W		
ert-John State	(2) Are Bulletins discussed with riders?		Yes	☐ No
	(2) Are Dulletin's discussed with hours.	Z	- coline	

#### AREA MANAGEMENT EVALUATION

CHP	453E	/RAV	6-061	ODL	000	

OTIF 433F (Rev. 0-00) OFI 009		
(1) Is there a Defensive Rider Program?	Yes	□No
(2) Is there a sufficient number of CMTOs?	Yes	□ No
(3) What is the Area's safety record?		
(a) How does it compare with Division and statewide rates?		
(4) Does the Area conduct quarterly motorcycle training?	☐ Yes	□No
(a) Are mandatory exercises being conducted?	Yes	□No
(b) Are ride-alongs being conducted on a regular basis and properly documented?	Yes	□ No
e. Are emergency radio repairs made at the office or at the radio shop?		
(1) Are the arrangements satisfactory?	Yes	□ No
(2) Is the repair person proficient?	Yes	☐ No
(3) Is service available on weekends?	☐ Yes	☐ No
(4) Are motorcycles down for unreasonable amounts of time because of poor service?	☐ Yes	□ No
(5) Are any motorcycles being operated with radios in a defective condition?	Yes	□ No
(6) Are any repairs being done by riders?	☐ Yes	□ No
(7) Does the Area swap radios with idle units to reduce down time?	☐ Yes	☐ No
(a) If so, are radios being returned to the original units or reported to Telecommunications Section	n? Yes	☐ No
g. Is there adequate space to park and/or store motorcycles?	Yes	☐ No
(1) Is safety compromised?	Yes	□No
(2) Are units parked near an entrance causing foot traffic to be inhibited?	Yes	□ No
(3) Are preventative measures in place to avoid problems caused by oil drippings?	Yes	□No
(4) Are parked motorcycles susceptible to theft or vandalism?	Yes	□ No
(5) When garaged at home, is the motorcycle in a covered, secured area?	☐ Yes	□No
(a) Has it been inspected and approved?	Yes	☐ No
(b) Are records of the approval on file?	☐ Yes	☐ No
h. Has the motorcycle program supervisor developed a workable procedure for storing and accounting for approved supplies and equipment replacements?	TYes	□No
(1) Do equipment and accessory times comply with departmental regulations?	☐ Yes	□ No
(2) Is there ample supply available?	☐ Yes	□No
(3) Are spare tires available?	☐ Yes	☐ No
(4) Is a battery charger available?	☐ Yes	□ No

#### AREA MANAGEMENT EVALUATION

**FLEET MANAGEMENT** 

CHP 453F (Rev. 6-06) OPI 009		
(5) Is there security and an accurate inventory kept?	Yes	□ No
i. What arrangements have been made for servicing and repairing motorcycles?		
	• 0	
(1) Is it satisfactory and cost effective?	Yes	□ No
(2) Does the maintenance program minimize officer and vehicle down time?	Yes	☐ No
(3) How is repair work verified?		
(4) Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?	Yes	□ No
(a) Is a supervisor's permission required?	Yes	□ No
(b) Is there a SOP covering this aspect of motorcycle operation?	☐ Yes	☐ No
(5) If not ridden, how are motorcycles transported to vendors for repairs?		
(6) Does the Area have a motorcycle trailer?	☐ Yes	☐ No
(a) How often is it used?		
(b) If one is not available, has Area budgeted for one?	☐ Yes	☐ No
j. Are vehicle files logically kept and up-to-date?	☐ Yes	☐ No
(1) Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?	☐ Yes	☐ No
(2) Does the motorcycle supervisor review all motorcycle invoices?	☐ Yes	☐ No
(3) Is service up-do-date?	☐ Yes	□ No
k. Are daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, Monthly Motorcycle Inspection List, completed as required?	☐ Yes	□ No
(1) Are mechanical discrepancies recorded with the date noted and date corrected?	Yes	□ No
(2) Are the forms filed for the life of the motorcycle?	☐ Yes	□ No
I. Utilizing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do t Area motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?	he Yes	□ No

Section 5.c.(1)(a) Chain of command 8/07

Section 5.c.(2)(c) Supervisors/Automotive Technician

# Department of California Highway Patrol AREA MANAGEMENT EVALUATION Chapter 6 FLEET MANAGEMENT Area Chowchilla River I.F Evaluated By Sgt. Wymore #12253 Date 11/03/2008

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed in the Summary Statement. The Summary Statement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Summary can be handwritten if desired.

Type of Evaluation ☐Formal ⊠Info	Suspense Date					
Follow-up Required ☐Yes ⊠No	Correction Report	Commander's Review Date 11/28/07				
1. AREA ADMINISTRATIO	1. AREA ADMINISTRATION Evaluated Action Required					
a. Is there a clear line of	f supervision and accour	ntability for Area fl	eet management?	⊠Yes	□No	
(1) Is the Area comma	ander involved and inforr	ned?		⊠Yes	□No	
(a) Does he/she mo	onitor invoices?			⊠Yes	□No	
(2) Who is authorized	to approve invoices? Co	ommander and S	ergeants			
b. What is the backgrou	nd experience of the Aut	tomotive Technici	an (AT)?			
(1) Are sufficient instru	uctions and training prov	ided?		□Yes	□No	
(2) Is he/she a qualifie	ed mechanic at journeype	erson level?		∐Yes	□No	
(3) Does he/she atten	d training on new model	vehicles?		∐Yes	□No	
(4) Does the AT have	good rapport with Area	personnel and ve	ndors?	∐Yes	□No	
(5) Does the AT ensur	re vehicles are available	at shift change?		∐Yes	□No	
(6) Does the AT period	dically attend staff meeti	ngs?		∐Yes	□No	
(7) Does the AT have	ideas/suggestions for im	proving the prog	ram?	∐Yes	□No	
c. How much maintenan	ice work is being done b	y the AT?				
(1) Is he/she qualified to perform minor maintenance and repairs?					□No	
(a) If these duties a	re not being performed,	why not?				
			N			

# AREA MANAGEMENT EVALUATION Chapter 6

FLEET MANAGEMENT				
d. What other duties or responsibilities	are placed on the AT	?		
e. Are vehicle inspections being done be service?	by a supervisor as rec	uired following every	5,000 mile ☐Yes	□No
(1) Is the CHP 33E being used, and a	are the records kept o	urrent?	∐Yes	□No
2. VEHICLE USE	Evaluated	Action Required	Corrected	
a. How many "E" Class vehicles are as	signed to the Area?	None		
(1) Is there an unmarked patrol vehic	le assigned for the co	mmander?	⊠Yes	□No
(2) If the number of vehicles assigned made?	d is in excess of the fo	ormula, what justifica	tion has beer	1
			-	
b. Are there procedures in place to ens available at the beginning of each shift?		nt vehicles	□Yes	□No
(1) Officers allowed to perform minor	corrections to keep to	he vehicles on the ro	ad? ∐Yes	□No
(a) Is there a supply of tools and m			∐Yes	□No
c. How are vehicles broken in?				
d. What is the justification for any vehic Commanders take home car.	les kept at employee	s homes after duty h	ours?	
e. Who does the commander allow to ri employees.	de in vehicles? Unifo	ormed and non-unifo	rmed CHP	
(1) Do supervisors use the CHP 428,	waiver of liability, for	m?	□Yes	□No
(a) Is the CHP 428 kept for the app	ropriate period of tim	e?	∐Yes	□No
3. SERVICE ARRANGEMENTS	Evaluated	Action Required	Corrected	
a. What vendors are being used for ser	vicing or repairing ve	hicles?		
(1) Are they authorized dealers?			∐Yes	□No
(2) What process was used in selecting	ng a service vendor?			
(3) What are the hourly rates being ch	narged?			
(a) Are discounts given on parts?			∐Yes	□No
(4) Has the command shopped for the	most cost effective v	vendors?	□Yes	□No

#### AREA MANAGEMENT EVALUATION

Chapter 6

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(5) Does the Area constantly chang term relationships?	e vendors, or work ou	it problems in order to	maintain goo	d long-
(6) Does the AT use the Purchase [	Delegation according	to policy?	∐Yes	□No
b. If vehicle availability is a problem,	∐Yes	□No		
(1) What percentage of the fleet is	needed on weekends	?		
(2) Are there shortages of vehicles	on Mondays?		∐Yes	□No
(3) If more than one AT, are their h	ours/days scheduled	most effectively?	∐Yes	□No
(a) Is overtime needed for maxin	num enforcement peri	ods?	∐Yes	□No
c. Are provisions adequate to ensure	regular washing of ve	ehicles?	∐Yes	□No
(1) How are interiors cleaned?				
(2) Is the Area's vehicle washing pr	ocedure practical and	Leconomical?	Yes	□No
(a) Is excessive officer time used		T COOTION TO SEE	Yes	□No
(3) Is there more than one car wash			□Yes	□No
(4) Are vehicles being excessively			Yes	□No
(5) Does the Area have a Maintena	r wash cars?	Yes	□No	
			 ☐Yes	□No
(6) Is there any other program that				
d. How do officers report defective ed	quipment? Repail log	5.		
(1) Who is authorized to declare a v	ehicle unsafe for pati	rol? Commander, Serg	geants & OIC	C's
(a) Who determines if a vehicle is	s safe after repair or o	checking defects? Mer	rced Area au	to tech
(b) Does he/she sign off the repo	rt form and indicate w	vhat has been done?	⊠Yes	□No
(c) Is this system effective?			⊠Yes	□No
(d) How long are records kept?				
(e) System in place to check vehi	icles for defects after	high speed pursuits?	□Yes	□No
4. MILEAGE MANAGEMENT	Evaluated	Action Required	Corrected	
a. Does Area have a system to ensur	e equitable mileage a	ecumulation?	□Yes	□No
(1) Are vehicles run out in the same	order they are receiv	/ed?	∐Yes	□No
(2) Is there an appropriate spread o at regular intervals?	f odometer readings	so that vehicles are ru	n out ∐Yes	□No
(a) If not, can adjustments be ma	de to accomplish this	?	∐Yes	□No
CHP 453F (Rev 1-96)				

b. How are adjustments to mileage acco	omplished?			
(1) Do supervisors/officers understand	d their responsibility i	n vehicle assignmen	ts?	□No
(2) Does the AT understand what is re	equired?		∐Yes	□No
(3) Does the Area have a "personalize	ed vehicle assignmer	nt" program?	□Yes	□No
(a) If so, how does it effect mileage	averaging?			
c. How does the Area project run-outs?				
(1) Is MTS provided 30-45 days advan	nce notice?		□Yes	□No
(2) What has been the condition of ve	hicles returned to M7	`S?		
(3) Are the right equipment options co	mpleted?		□Yes	□No
5. AUTOMOTIVE WORK AREA/EQUIPMENT	Evaluated	Action Required	Corrected	
a. Is there adequate space and comfort	in the AT office?		∐Yes	□No
(1) Is the office arranged neatly, and a	nanuals current?	∐Yes	□No	
(2) Does the AT maintain a service an	d flat rate manual?		∐Yes	□No
b. Is the space for working on vehicles a	adequate?		□Yes	□No
(1) Is it clean and organized?			□Yes	□No
c. Does the AT have the supply of tools	listed in HPM 31.1, A	Annex J?	∐Yes	□No
(1) Is there an inventory?			∐Yes	□No
(a) When was it last checked?				
(2) Are the tools located where they ca	an be easily accesse	d by the AT	□Yes	□No
when working on vehicles?	ntoine dO		Yes	
(a) Are they clean and properly mai			Yes	□No
(b) Is there security for the tools wh	en the AT is not pres	sent?		
(c) Who has access to the tools?		and toolse	ΠVan	No
d. Does the AT have the equipment nec		required tasks?	☐Yes	
(1) If not, has it been budgeted for and	<del></del>		☐Yes	□No
e. Is the equipment neat, clean and in go			☐Yes	□No
(1) Have replacements been planned	and budgeted for?		□Yes	□No
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1	. Are there additional tools or items of	equipment needed?		□Yes	□No
	(1) Could the AT be more effective if t	they were available?		∐Yes	□No
	∐Yes	□No			
6.	TIRES, PARTS AND SUPPLIES	Evaluated	Action Required	Corrected	
a	a. Is the space provided for parts and s	upplies adequate?		∐Yes	□No
	(1) If not, can more space be provided	?		□Yes	□No
	(2) Is the space neatly and logically or	rganized?		∐Yes	□No
	(3) Is there adequate security?			∐Yes	□No
	(4) Who has access to the parts/supp	lies?			
	(5) Are batteries stored in a dry location	on, off the cement flo	or?	∐Yes	□No
b	. Are inventory cards (CHP 238A) bein	g maintained as requ	ired?	∐Yes	□No
С	. Are reasonable numbers of parts/sup	plies stocked?		∐Yes	□No
	(1) Are there obsolete parts on hand?			□Yes	□No
	. Does Area stock parts/supplies purch nd provide them to the vendor for instal		nent,	∐Yes	□No
е	Are adequate records maintained for	tires, and are all tires	accounted for?	∐Yes	□No
	(1) Are tire requests properly documer Purchasing Services Unit of Accounting		ough the	∐Yes	□No
	(2) Are proper guidelines in place for r	ecord keeping?		∐Yes	□No
	(a) Are records reviewed by manag	ement?		∐Yes	□No
	(3) Are tires properly safeguarded from	n theft or misuse?		∐Yes	□No
	(a) How are tires stored?				
	(4) Is access to the tires restricted to t	he AT and his/her as	sistant or backup?	□Yes	□No
	(5) Does Area provide motorcycle ven	dors with a stock of t	ires?	∐Yes	□No
	(a) Is a periodic physical inventory of the inventory record?	of tires kept by the ve	endor taken to reconc	ile ∐Yes	□No
	(6) Does it appear tires are being repla	aced prematurely?		∐Yes	□No
	(7) Are adequate records maintained f	or used tires?		∐Yes	□No
	(a) Is the disposition of used tires w	ithin policy?		∐Yes	□No
f.	How are old tires/batteries disposed of	f?			

#### AREA MANAGEMENT EVALUATION Chapter 6

PLEE! MANAGEMEN!				
(1) Is the sale of property/equipment	form (CHP 265) sent	to prospective bidder	rs? ∐Yes	□No
(2) Are either tires or batteries being	traded to offset install	ation costs?	∐Yes	□No
(3) Are the provisions of any tire or ba	attery disposal contra	ct being met?	∐Yes	□No
g. Are Material Safety Data Sheets (MS	SDS) posted as requir	red?	∐Yes	□No
(1) Containers (other than original) fo	r hazardous materials	s properly marked?	∐Yes	□No
h. Has the quarterly count of parts, tires	s, accessories and su	pplies been conducte	ed? []Yes	□No
(1) Who conducted the count?				
(2) Is the inventory card initialed and	dated?		□Yes	□No
7. FUEL DISPENSING FACILITY	Evaluated	Action Required	Corrected	
<ul> <li>a. Normally, is all fuel used by departmental facility at the command location?</li> </ul>			∐Yes	□No
(1) What procedures have been establemergencies?	olished for purchasing	g fuel from service sta	ations in	
(a) Is self-service or full-service use	ed?			
(2) Is there a written policy, and is it c	omplied with?		□Yes	□No
b. Is the fuel island clean and neat?			□Yes	□No
(1) Does it need repair or painting?			□Yes	□No
(2) Are fuel, water and air hoses in go	od repair?		□Yes	□No
(3) Is the break-away coupler installed	d?		□Yes	□No
(4) Is the "Emergency Shut-Off Valve	' plainly visible from t	he pumps?	□Yes	□No
(5) Is there a clean oil storage rack?			□Yes	□No
(6) Is the lighting adequate?			□Yes	□No
(7) Is there at least one fully charged	fire extinguisher of th	e proper type availab	ole? ∐Yes	□No
(8) Have problems been reported to F	acilities Section?		□Yes	□No
c. Is there an adequate amount of supp	lies available to office	ers?	□Yes	□No
d. Who fuels the vehicles?				
(1) Are fluids and tires checked during	fueling?		∐Yes	□No
<ul> <li>e. Is the gasoline storage tank tested fo calibrated every 18 months as required?</li> </ul>		are gasoline meters	∐Yes	□No
(1) Are pump meters and the storage	tank properly safegu	arded?	∐Yes	□No

### AREA MANAGEMENT EVALUATION Chapter 6

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FLEET	MANAGEMENT

(2) Who has access to	the keys to loc	k the meters and the	storage tank?		
	11.5	N de libraria a O		——————————————————————————————————————	
(3) Is gasoline measure				□Yes	□No
f. What method is used to	log fuel and c	oil used in individual \	rehicles?		
		10		□Vee	
(1) Are records maintain				∐Yes	□No
(2) What is done to reco	ncile different	ces if more than 2-3	gallons daily?		
g. Does the physical invering inventory each month?	ntory (dipstick	reading) reasonably	balance with the me	tered Yes	□No
(1) When was the pump	meter last ch	ecked for accuracy?			
h. Is there a contract for fu	ıel?			□Yes	□No
(1) How often is the fuel	supply replen	ished?			
(2) At what level is it refi	lled?				
i. How does the Area secu	ire the fuel pu	mps when they are r	not in use?		
(1) Is the system adequate?					□No
(2) Is it utilized by all per	sonnel?			∐Yes	□No
8. SAFETY		Evaluated	Action Required	Corrected	
a. Inspection of the facility	twice each ye	ear to detect safety h	azards?	∐Yes	□No
(1) Are the ATs' work ar	eas inspected	?		∐Yes	□No
b. Are there possible unsa	fe conditions	within the ATs' work	areas?	∐Yes	□No
(1) Is the shop floor clea	n and free of	any spills?		∐Yes	□No
(2) Are electrical cords of	r hoses posin	g a hazard?		∐Yes	□No
(3) Are fire extinguishers	charged, ins	pected and of the pro	oper type?	∐Yes	□No
(4) Are any batteries lea	king or stored	improperly?		∐Yes	□No
(5) Are there loose items	on the floor?			∐Yes	□No
(6) Is the bench grinder firmly affixed, and are there safety glasses available?					□No
				□Yes	□No
(7) Is the battery charger in a safe place?					□No
(8) Are masks available	for ATs to wea	ar when servicing bro	akes?	∐Yes	□No
(a) If so, are they wor	1?			□Yes	□No
(9) Are jack stands prop	erly utilized?			□Yes	□No

c. What is the Area occupational safety	record as it relates to	ofleet management?					
(1) Have any injuries been prevented	with an improved sat	ety awareness progr		□No			
9. VEHICLE RECORDS AND MAINTENANCE	Evaluated	Action Required	Corrected				
a. Are fleet records logically filed?	a. Are fleet records logically filed?						
(1) Are they conveniently located and	available to the AT a	nd supervisor?	∐Yes	□No			
(2) Do files contain all required docum	ents?		∐Yes	□No			
(a) If documents are not in files, wh	ere are they located?	?					
b. Do the FMIS documents comply with	the instructions in Hi	PG 31.1?	□Yes	□No			
(1) Are documents legible, complete,	and forwarded to the	proper location timel	ly? □Yes	□No			
(2) Who reviews the monthly FMIS rep	oort?						
(3) How is the information used in Are	a's fleet administratio	on?					
c. Is the CHP 424 current?			□Yes	□No			
(1) Does the CHP 424 reveal any unu	sual repair patterns o	or duplicate services	?	□No			
(2) Have required services been done	at the proper mileag	e?	□Yes	□No			
d. Area using the most effective/econom	nical way of repairing	/maintaining the fleet	t?	□No			
(1) Are hourly rates in line with prevail	ing rates?		□Yes	□No			
(2) Does the AT refer to manuals for in	nvoice cost information	on?	□Yes	□No			
(3) Is work being done by vendors that	t should be done by	the AT?	□Yes	□No			
(4) Are there any warranty problems?			∐Yes	□No			
(a) If so, are they being resolved?			□Yes	□No			
(5) Is the credit card being used in lieu	of an invoice?		□Yes	□No			
(6) Does the commander or his/her de	signee review and/o	r approve invoices?	□Yes	□No			
(a) If so, is there a threshold limit, a	nd how is the approv	al indicated on the ir	voice?				
e. Do invoices indicate parts are being s	upplied by the CHP?	)	∐Yes	□No			
(1) If parts are on invoices, does the ve	endor give a discoun	t?	∐Yes	□No			
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10. CONDITION OF THE FLEET	Evaluated	Action Required	Corrected		
a. Using a CHP 33E as a guide, are there any patterns or problems identified?				□No	
(1) Have any unauthorized modifications been made on vehicles?			∐Yes	□No	
11. MOTORCYCLES	Evaluated	Action Required	Corrected		
a. Is the Area commander involved and kept informed of motorcycle deployment, needs, problems, etc.?				□No	
(1) Are the program objectives understood by the commander and supervisors?				□No	
(2) Does the Area have an up-to-date SOP relating to motorcycle operations?				□No	
b. Are motorcycles being deployed in conformance with departmental policy and Motor Transport Bulletins?				□No	
(1) Are motorcycles being used on beats with predominantly high speed problem			ms? ∐Yes	□No	
(2) Are motorcycles used for special duty officer transportation?			□Yes	□No	
(3) Are motorcycles parked at Area office during vacations or extended days off			f? □Yes	□No	
c. Are Motor Transport Bulletins pertaining to motorcycles filed together?			∐Yes	□No	
(1) What system is in place to verify understanding and compliance?					
(2) Are Bulletins discussed with riders	?		∐Yes	□No	
d. What type of active safety program does the Area have?					
(1) Is there a Defensive Driver Program	n?		∐Yes	□No	
(2) Is there a sufficient number of CMTOs?			∐Yes	□No	
(3) What is the Area's safety record?					
(a) How does it compare with Division and statewide rates?					
(4) Does the Area conduct quarterly m	otorcycle training?		∐Yes	□No	
(a) Are mandatory exercises being o	conducted?		∐Yes	□No	
(b) Are ride-alongs conducted on a	regular basis and pro	perly documented?	∐Yes	□No	
e. Are emergency radio repairs made at the office or at the radio shop?					
(1) Are the arrangements satisfactory?			∐Yes	□No	
(2) Is the repair person proficient?			□Yes	□No	
(3) Is service available on weekends?			∐Yes	□No	
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(4) Are motorcycles down for unreasonable time because of poor service?	∐Yes	□No		
(5) Are any motorcycles being operated with radios in a defective condition?		□No		
(6) Are any repairs being done by riders?	∐Yes	□No		
(7) Does the Area swap radios with idle units to reduce down time?	□Yes	□No		
(a) If so, are radios being returned to the original units or reported to Telecommunications Section?	∐Yes	□No		
g. Is there adequate space to park and/or store motorcycles?		□No		
(1) Is safety compromised?	∐Yes	□No		
(2) Are units parked near an entrance causing foot traffic to be inhibited?	∐Yes	□No		
(3) Are preventative measures in place to avoid problems caused by oil drippings?	∐Yes	□No		
(4) Are parked motorcycles susceptible to theft or vandalism?	∐Yes	□No		
(5) When garaged at home, is the motorcycle in a covered, secure area?	□Yes	□No		
(a) Has it been inspected and approved?		□No		
(b) Are records of the approval on file?	∐Yes	□No		
h. Has the motorcycle program supervisor developed a workable procedure for storing and accounting for approved supplies and equipment replacements?	∐Yes	□No		
(1) Do equipment and accessory items comply with departmental regulations?	□Yes	□No		
(2) Is there ample supply available?		□No		
(3) Are spare tires available?	∐Yes	□No		
(4) Is a battery charger available?	∐Yes	□No		
(5) Is there security and an accurate inventory kept?		□No		
i. What arrangements have been made for servicing and repairing motorcycles?				
(1) Is it satisfactory and cost effective?	□Yes	□No		
(2) Does the maintenance program minimize officer and vehicle downtime?	∐Yes	□No		
(3) How is repair work verified?		7		
(4) Motorcycle officers have restrictions on going to motorcycle shop for repairs?	∐Yes	□No		
(a) Is a supervisor's permission required?		□No		
(b) Is there a SOP covering this aspect of motorcycle operation?		□No		
(5) If not ridden, how are motorcycles transported to vendors for repairs?				

# AREA MANAGEMENT EVALUATION Chapter 6 FLEET MANAGEMENT

CHP 453F (Rev 1-96)

(6) Is it practical to keep a spare motorcycle at the office?	∐Yes	□No			
(a) How often is the spare needed?					
(b) Who is responsible for the condition, inspection and service?					
(7) Does the Area have a motorcycle trailer?	∐Yes	□No			
(a) How often is it used?					
(b) If one is not available, has Area budgeted for one?	∐Yes	□No			
j. Are vehicle files logically kept and up-to-date?	∐Yes	□No			
(1) Does a review of the CHP 33 reveal excessive maintenance charges?	∐Yes	□No			
(2) Does the motorcycle supervisor review all motorcycle invoices?	□Yes	□No			
(3) Is service up-to-date?	∐Yes	□No			
k. Are daily inspections being done by the rider, and monthly inspections by the supervisor, and the CHP 184 completed as required?	∐Yes	□No			
(1) Are mechanical discrepancies recorded with the date noted and date corrected?	?∐Yes	□No			
(2) Are the forms filed for the life of the motorcycle?	∐Yes	□No			
l. Utilizing the CHP 184 and CHP 453F as guides, do the Area motorcycles appear to standards as far as cleanliness, condition, maintenance, supplies, etc.?	meet all	□No			
COMMENTS The Merced Area sends three class E patrol vehicles to the Chowchilla River Inspection Facility on a monthly basis. All repairs, maintenance and records are done by the Merced Area. The Facility only has one car assigned, which is the Commanders vehicle. As with the class E patrol vehicles all repairs, maintenance and records are done by the Merced Area. The Facility is limited our responsibility and the marked boxes on the evaluation indicates the extent of our part in fleet management.					

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#### AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

AREA	DIVISION	NUMBER
Modesto	401	465-08-003
EVALUATED BY		DATE
Sergeant Pang		08/14/2008

NSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer ndividual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This orm can be completed in pen or pencil, and the Supplement can be handwritten if desired.

YPE OF EVALUA	ATION		SUSPENSE DATE			
Formal		rmal Evaluation			Taber	1
OLLOW-UP REC	QUIRED	Correction Report	COMMANDER'S REVIEW		DATE	
Yes	☑ No	BY	- l	Den	09/24/200	8
. AREA A	OMINISTRATION		08/14/2008	ACTION REQUIRED No	CORRECTED N/A	
a. Is the	re a clear line of super	vision and accountability for the A	rea's fleet manageme	nt?	√ Yes	☐ No
(1) Is	s the Area commander	involved and informed?	***************************************		☑ Yes	☐ No
(8	a) Does he/she monito	or invoices?			√ Yes	☐ No
(2) V	Vho is authorized to ap	prove invoices? Administrati	ve Sergeant			
b. What i	is the background expe	erience of the Automotive Technic	sian (AT)? Modesto	has two AT positions.	One has 19 year	rs of state
servic	e and 8 years of prior	mechanical experience. The other	r is a new hire with ov	er 20 years of experien	ice,	
(1) Ar	re sufficient instructions	s and training provided?			☑ Yes	☐ No
(2) Is	he/she a qualified med	chanic at journey person level?			✓ Yes	☐ No
(3) Do	oes he/she attend train	ing on new model vehicles?			✓ Yes	☐ No
(4) Do	oes the AT have good	rapport with Area personnel and v	vendors?		✓ Yes	☐ No
(5) Do	es the AT ensure vehi	cles are available at shift change	?		✓ Yes	☐ No
(6) Do	pes the AT periodically	attend staff meetings?	W		Yes	☑ No
(7) Do	es the AT have ideas/	suggestions for improving the pro	gram?			☐ No
c. How m	uch maintenance work	is being done by the AT? The	ey change and balance	tires, replace batteries	s, lamps, spare p	arts, safety
equipn	nent, lube and oil chan	ges, brakes and other minor repai	rs.			
(1) ls l	he/she qualified to perf	form maintenance and minor repa	irs?		√ Yes	☐ No
(a)	If these duties are no	ot being performed, why not?				
d. What ot	her duties or responsib	pilities are placed on the AT?	They assist in handlin	g supplies when delive	red and with tras	h removal
in the a	bsence of the janitor.					
VEHICLE U	VEHICLE USE			ACTION REQUIRED No	CORRECTED N/A	
a. How ma	ny "E" Class vehicles	are assigned to the Area?	25			

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

#### AREA MANAGEMENT EVALUATION

CHP	453	F (Rev. 6-06) OPI 009	22-11-11-21			
	(1	) Is there an unmarked patrol vehicle assigned for the com	mander?	21	☑ Yes	□ No
	(2	) If the number of vehicles assigned is in excess of the form	mula, what justification ha	s been made?		
		÷.				
b.	Α	re there procedures in place to ensure there are sufficient ve	ehicles available at the be	eginning of each shift?	√ Yes	☐ No
	(1	) Are officers allowed to perform minor corrections in order	to keep the vehicles on t	he road?	✓ Yes	☐ No
		(a) Is there a supply of tools and minor equipment availa	able?		☑ Yes	☐ No
c.	W	hat is the justification for any vehicle kept at employees hom	nes after duty hours?	Supervisor discretion	n.	
			13315 1011			
d.	W	ho does the commander allow to ride in vehicles?	CHP applicants, DA's,	immediate family mem	bers and othe	r agencies
	(1)	Do supervisors use the CHP 428, Release and Waiver of	Liability?		☑ Yes	☐ No
		(a) Is the CHP 428 kept for the appropriate period of time	e?		✓ Yes	☐ No
SE	RV	ICE ARRANGEMENTS	08/14/2008	ACTION REQUIRED	CORRECTED N/A	
а.	W	nat vendors are being used for servicing or repairing vehicle		pon Auto Center, Scen		Brake,
	VIII-S-I		4.67		ajiw'	
	(1)	Are they authorized dealers?			✓ Yes	☐ No
*****	(2)	What process was used in selecting a service vendor?	1. Quality of work. 2. I	Price estimates. 3. Loc	ation, 4. Tin	neliness.
					H	
	(3)	What are the hourly rates being charged? Between	\$40 and \$65 per hour do	epending on the type of	f repair.	
	-	(a) Are discounts given on parts?			☑ Yes	☐ No
	(4)	Has the command shopped for the most cost effective ven	dors?		√ Yes	☐ No
	(5)	Does the Area constantly change vendors, or work out pro long-term relationships?	blems in order to maintai	n good	√ Yes	☐ No
	(6)	Does the AT adhere to policy in HPM 11.2, Materials Mana	agement Manual, when n	naking purchases?	✓ Yes	☐ No
b.	lf ve	ehicle availability has been a problem, has Area experiment	ed with weekend mainter	nance?	☐ Yes	☑ No
(	(1)	What percentage of the fleet is needed on weekends?	90 to 100%			
(	(2)	Are there shortages of vehicles on Mondays?			✓ Yes	□No
(	3)	If more than one AT, are their hours/days scheduled most of	effectively?		√ Yes	☐ No
`		(a) Is overtime needed for maximum enforcement periods			Yes	☑ No
o. A	\re	provisions adequate to ensure regular washing of vehicles?			✓ Yes	☐ No
	-	How are interiors cleaned? By a contract vendor.				
	• • •	2) a constant relative				<u> </u>
	_					

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

#### AREA MANAGEMENT EVALUATION

#### **FLEET MANAGEMENT**

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	(2)	) Is the Area's vehicle washing procedure practical and eco	nomical?		√ Yes	☐ No
		(a) Is excessive officer time used to wash vehicles?	***************************************		☐ Yes	☑ No
	(3)	Is there more than one car wash facility available?			√ Yes	□No
	(4)	Are vehicles being excessively washed or detailed?	3 2011		Yes	☑ No
	(5)	Does the Area have a maintenance worker or janitor wash	n cars?		Yes	☑ No
	(6)	Is there any other program that can be of assistance in wa	ashing cars?		☑ Yes	☐ No
C	I. Ho	w do officers report defective equipment? The officers re	port defects on a Vehicle	Defect form.		)
	(1)	Who is authorized to declare a vehicle unsafe for patrol?	Uniformed and th	е АТ.		
-			2 72.01 00 0000 7 - 21 - 24			
-		(a) Who determines when a vehicle is safe after repair or	checking of defects?	The AT.		
		(b) Does he/she sign off the report form and indicate wha	t has been done?		☑ Yes	☐ No
		(c) Is this system effective?			☑ Yes	□ No
		(d) How long are records kept? Vehicle records a	are kept for the duration	wherever the vehicle is	assigned.	
-		(e) Is there a system in place to check vehicles for defect	s after high speed pursu	its?	☑ Yes	☐ No
. м	ILEA	GE MANAGEMENT	EVALUATED 08/14/2008	ACTION REQUIRED	CORRECTED N/A	
а.	Doe	es Area have a system to ensure equitable mileage accumul		40.55	☑ Yes	☐ No
	(1)	Are vehicles run out in the same order they are received?	The state of the s		√ Yes	☐ No
-	(2)	Is there an appropriate spread of odometer readings so tha	it vehicles are run out at	regular intervals?	√ Yes	☐ No
		(a) If not, can adjustments be made to accomplish this?			√ Yes	☐ No
b.	How	are adjustments to mileage accomplished?	The Area uses a color	chart to document over	mileage vehic	cles.
-						
-	(1)	Do field supervisors and officers understand their responsib	oility in vehicle assignme	nts?	☑ Yes	☐ No
	(2)	Does the AT understand what is required?			✓ Yes	□No
	(3)	Does the Area have a "personalized vehicle assignment" pr	ogram?	1)	☑ Yes	☐ No
		(a) If so, how does it effect mileage averaging?	The vehicles that need n	niles are are designated	by the color g	green. The
		over mileage vehicles are designated by the color red.				
c.	How	does the Area project run outs? The AT utilizes an averag	e monthly accumulation	to project run outs.		
-	(1)	s FOS provided 30-45 days advance notice?			√ Yes	□ No
-						

## DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

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(2) What has been the condition of vehicles returned to F	OS? Very good cond	dítion.		
(3) Are the right equipment options completed?				☐ No
5. AUTOMOTIVE WORK AREA/EQUIPMENT	08/14/2008	ACTION REQUIRED NO	CORRECTED N/A	
a. Is there adequate space and comfort in the AT office?			✓ Yes	☐ No
(1) Is the office arranged neatly, and are all bulletins and	manuals current?		✓ Yes	☐ No
(2) Does the AT maintain a service and flat rate manual?		√ Yes	☐ No	
b. Is the space for working on vehicles adequate?	21	✓ Yes	□ No	
(1) Is it clean and organized?		☑ Yes	□ No	
c. Does the AT have the supply of tools listed in HPM 31.1, FI	✓ Yes	☐ No		
(1) Is there an inventory?	-1-11-2-11-12-12-12-12-12-12-12-12-12-12		☑ Yes	□ No
(a) When was it last checked? 9-8-08		√ Yes	☐ No	
(2) Are the tools located where they can be easily accessed	ed by the AT when working	ng on vehicles?	√ Yes	☐ No
(a) Are they clean and properly maintained?			√ Yes	☐ No
(b) Is there security for the tools when the AT is not pr		√ Yes	☐ No	
(c) Who has access to the tools?			☑ Yes	☐ No
d. Does the AT have the equipment necessary to perform all re	☑ Yes	☐ No		
(1) If not, has it been budgeted for and/or ordered?			Yes	☐ No
e. Is the equipment neat, clean and in good repair?			√ Yes	□No
(1) Have replacements been planned and budgeted for?			☑ Yes	☐ No
f. Are there additional tools or items of equipment needed?			☐ Yes	☑ No
(1) Could the AT be more effective if they were available?			Yes	☑ No
(2) Can they and/or have they been requisitioned or reques	sted?		Yes	☑ No
TIRES, PARTS AND SUPPLIES	08/14/2008	ACTION REQUIRED	CORRECTED N/A	
a. Is the space provided for parts and supplies adequate?			☑ Yes	☐ No
(1) If not, can more space be provided?	¥'		Yes	☐ No
(2) Is the space neatly and logically organized?			√ Yes	☐ No
(3) Is there adequate security?				☐ No
(4) Who has access to the parts/supplies? The AT an	d supervisors.	144-14-14-14-14-14-14-14-14-14-14-14-14-		
(5) Are batteries stored in a dry location, off the cement floo	r?		☑ Yes	☐ No
b. Are automotive parts and supplies inventoried and maintaine	ed in Fleet Focus (FF) as	required?	☑ Yes	□No
		The second secon		

#### DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

#### AREA MANAGEMENT EVALUATION

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С	. Аг	e reasonable numbers of parts/supplies stocked?			√ Yes	☐ No	
	(1)	Are there obsolete parts on hand?			☐ Yes	☑ No	
d	Do	es Area stock parts/supplies purchased by the Departmen	t, and provide them to th	e vendor for installation?	☑ Yes	☐ No	
e.	Ar	e adequate records maintained for tires, and are all tires ac	counted for?		☑ Yes	☐ No	
	(1)	Are tire requests properly documented and ordered throu Business Services Section?	ugh the Purchasing Servi	ces Unit of	☑ Yes	□ No	
	(2)	Are proper guidelines in place for record keeping?			☑ Yes	☐ No	
		(a) Are records reviewed by management?			☑ Yes	☐ No	
	(3)	(3) Are tires properly safeguarded from theft or misuse?					
	186	(a) How are tires stored? Locked in an outbuilding	e:				
	(4)	Is access to the tires restricted to the AT and his/her assis	stant or backup?		Yes	☑ No	
	(5)	Does Area provide motorcycle vendors with a stock of tire	es?		☐ Yes	☑ No	
	(6)	Does it appear tires are being replaced prematurely?			Yes	☑ No	
	(7)	Are adequate records maintained for used tires?			☑ Yes	☐ No	
		(a) Is the disposition of used tires within policy?			☑ Yes	☐ No	
f.	How	are old tires/batteries disposed of? Both tires and ba	tteries are disposed of by	contract.			
	(1)	Is the Sale of Discarded Tires/Junk Batteries/Used Rotors	(CHP 265) sent to prosp	pective bidders?	Yes	☑ No	
	(2)	Are either tires or batteries being traded to offset installation	on costs?		Yes	☑ No	
	(3)	Are the provisions of any tire or battery disposal contract b	peing met?		☑ Yes	□ No	
g.	Аге	Material Safety Data Sheets (MSDS) posted as required?			√ Yes	☐ No	
	(1)	Are all containers (other that the original) containing hazar	rdous materials properly	marked?	☑ Yes	☐ No	
h.	Has	the quarterly count of parts, tires, accessories and supplie	s been conducted?		☑ Yes	□ No	
	(1) \	Who conducted the count? The Administrative Sergeant.					
FUE	EL D	SPENSING FACILITY	08/14/2008	See comments at end	See comm	ents at end	
		nally, is all fuel used by departmental personnel dispensed mand location?	through the fuel facility	at the	☑ Yes	□No	
(	(1)	What procedures have been established for purchasing fu	el from service stations i	n emergencies? Credi	t card purcha	ases are for	
	(	emergency purchases only.					
	(	a) Is self-service or full-service used? Self serv	e.				

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

#### AREA MANAGEMENT EVALUATION

	2 453F (Rev. 6-06) OPI 009		
======	(2) Is there a written policy, and is it complied with?	☑ Yes	☐ No
b.	. Is the fuel island clean and neat?	☑ Yes	☐ No
-	(1) Does it need repair or painting?	Yes	☑ No
	(2) Are fuel, water and air hoses in good repair?	☑ Yes	☐ No
	(3) Is the break-away coupler installed?	☑ Yes	☐ No
	(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	☑ Yes	□ No
	(5) Is there a clean oil storage rack?	☑ Yes	☐ No
	(6) Is the lighting adequate?	☐ Yes	☑ No
	(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	☑ Yes	☐ No
	(8) Have problems been reported to Facilities Section?	☑ Yes	☐ No
C.	Is there an adequate amount of supplies available to officers?	☑ Yes	☐ No
d.	Who fuels the vehicles? The driver.		
	(1) Are fluids and tires checked during fueling?	☑ Yes	☐ No
e.	Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	√ Yes	☐ No
	(1) Are pump meters and the storage tank properly safeguarded?	☑ Yes	☐ No
	(2) Who has access to the keys to lock the meters and the storage tank? The AT.		
	(3) Is gasoline measured before and after deliveries?	☑ Yes	☐ No
f.	What method is used to log fuel and oil used in individual vehicles?  A Gas Boy automatic card lock system	1	*)
	(1) Are records maintained as required?	☑ Yes	☐ No
	(2) What is done to reconcile differences of more than 2-3 gallons daily? This has not occurred.		
g.	Does the physical inventory reasonably balance with the metered inventory each month?	√ Yes	☐ No
	(1) When was the pump meter last checked for accuracy? 08/14/2008		
h. I	Is there a contract for fuel?	☑ Yes	☐ No
(	(1) How often is the fuel supply replenished? Once a month.		
(	(2) At what level is it refilled? When it reaches 2800 gallons.		
i. H	How does the Area secure the fuel pumps when they are not in use?  Through the automatic card loc	k system.	
(	(1) Is the system adequate?	☑ Yes	☐ No
C	(2) Is it utilized by all personnel?	√ Yes	☐ No

#### DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

#### AREA MANAGEMENT EVALUATION

#### FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

8. SAFETY	EVALUATED 08/14/2008	ACTION REQUIRED	CORRECTED N/A	
a. Does the Area conduct an inspection of the facility to			☑ Yes	□No
(1) Are the AT's work areas inspected?			☑ Yes	☐ No
b. Are there possible unsafe conditions within the AT's	work areas?		Yes	☑ No
(1) Is the shop floor clean and free of any spills?			✓ Yes	☐ No
(2) Are electrical cords or hoses posing a hazard?			Yes	☑ No
(3) Are fire extinguishers charged, inspected and of	(3) Are fire extinguishers charged, inspected and of the proper type?			
(4) Are any batteries leaking or stored improperly?	Yes	☑ No		
(5) Are there loose items on the floor?			Yes	☑ No
(6) Is the bench grinder firmly affixed, and are there	safety glasses available?			☐ No
(a) Are they worn by the AT?			☑ Yes	□No
(7) Is the battery charger in a safe place?			√ Yes	□No
(8) Are masks available for AT's to wear when serving	cing brakes?		✓ Yes	☐ No
(a) If yes, are they worn?			☑ Yes	☐ No
(9) Are jack stands properly utilized?			✓ Yes	☐ No
c. What is the Area occupational safety record as it rela	tes to fleet management? Ex	ccellent.		
(1) Have any injuries been prevented with an improv			Yes	☑ No
. VEHICLE RECORDS AND MAINTENANCE	08/14/2008	No REQUIRED	CORRECTED N/A	
a. Are fleet records logically filed?			✓ Yes	☐ No
(1) Are they conveniently located and available to the	e AT and supervisor?		☑ Yes	☐ No
(2) Do files contain all required documents?			☑ Yes	No
(a) If documents are not in files, where are they	located?			
			( <del>-7</del> )	
b. Do the Fleet Focus (FF) documents comply with the ir	nstructions in HPM 31.1, Fleet	Operations Manual?	✓ Yes	□ No
(1) Are documents legible and complete?			☑ Yes	☐ No
(2) Who reviews the FF reports? Administration				
(3) How is the information used in Area's fleet admini	stration? It is use	d for cost effectiveness a	and compliance.	
c. Is the CHP 424 current?			☑ Yes	☐ No
(1) Does the CHP 424 reveal any unusual repair patt	erns or duplicate services?		Yes	✓ No
(1) Doco the Orn 424 levels any unusual repair patr	This or daphodic corridor.			

#### AREA MANAGEMENT EVALUATION

CHP	453F	(Rev. 6-06) OPI 009				
	(2)	Have required services been done at the proper mileage?			✓ Yes	☐ No
d.	ls '	the Area using the most effective and economical method of	e fleet?	☑ Yes	☐ No	
	(1)	Are hourly rates in line with prevailing rates?			√ Yes	☐ No
	(2)	Does the AT refer to manuals for invoice cost information?	>		☑ Yes	☐ No
	(3)	Is work being done by vendors that should be done by the	AT?		☐ Yes	☑ No
	(4)	Are there any warranty problems?			☐ Yes	☑ No
		(a) If so, are they being resolved?	(19.31		☐ Yes	☐ No
711	(5)	Is the credit card being used in lieu of an invoice?			☐ Yes	☑ No
	(6)	Does the commander or his/her designee review and/or ap	pprove invoices?		√ Yes	☐ No
		(a) If so, is there a threshold limit, and how is the approval	I indicated on the invoice	? Invoices a	ire approved by	the
		supervisor name, ID and date. No threshold limits ha	ve been established or w	ere needed.		
e.	Do	invoices indicate parts are being supplied by the CHP?			☑ Yes	☐ No
	(1) If parts are on invoices, does the vendor give a discount?					☐ No
f.	Are fleet operations bulletins maintained and accessible to the AT?					☐ No
. c	ONE	DITION OF THE FLEET	EVALUATED 08/14/2008	ACTION REQUIRED	CORRECTED N/A	
а.	Usir	ng a CHP 33E, Vehicle Inspection Checklist, as a guide, are	I December I make the Andrews		Yes	☑ No
		Have any unauthorized modifications been made on vehicle			Yes	☑ No
N	ЮТС	DRCYCLES	08/14/2008	ACTION REQUIRED No	CORRECTED N/A	***************************************
а.	Is th	e Area commander involved and kept informed of motorcyc	le deployment, needs, p	roblems, etc.?	☑ Yes	☐ No
	(1) A	Are the program objectives clearly understood by the comm	ander and supervisors?	^	☑ Yes	☐ No
	(2)	Does the Area have an up-to-date SOP relating to motorcyc	cle operations?		✓ Yes	☐ No
b.	Are ı	motorcycles being deployed in conformance with departmen	ntal policy and Fleet Ope	erations Bulletins?	√ Yes	☐ No
	(1)	Are motorcycles being used on beats with predominantly high	gh speed problems?		✓ Yes	☐ No
	(2)	Are motorcycles used for special duty officer transportation?	?		Yes	☑ No
(	(3)	Are motorcycles parked at the Area office during vacations	and extended days off?		✓ Yes	☐ No
c. /	Are F	Fleet Operations Bulletins pertaining to motorcycles filed tog	ether?		☑ Yes	☐ No
(	1) \	What system is in place to verify understanding and complia	ance? The motor serg	eant oversees complia	nce.	
(	2) <i>A</i>	Are Bulletins discussed with riders?			☑ Yes	☐ No
	Vhat	t type of active safety program does the Area have? Rid	ers are sent to ride with	a CMTO and monthly	training rides.	

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

#### AREA MANAGEMENT EVALUATION

SHP	4531	- (Rev. 6-06) OPI 009		
	(1)	ls there a Defensive Rider Program?	☑ Yes	□ No
***********	(2)	Is there a sufficient number of CMTOs?	☐ Yes	☑ No
	(3)	What is the Area's safety record? There are no motor accidents this year.		
		(a) How does it compare with Division and statewide rates? Excellent.		
		•		
	(4)	Does the Area conduct quarterly motorcycle training?	☑ Yes	☐ No
		(a) Are mandatory exercises being conducted?	✓ Yes	☐ No
*******		(b) Are ride-alongs being conducted on a regular basis and properly documented?	☑ Yes	☐ No
е.	Are	e emergency radio repairs made at the office or at the radio shop?  Office.		
	(1)	Are the arrangements satisfactory?	√ Yes	☐ No
	(2)	Is the repair person proficient?	☑ Yes	☐ No
	(3)	Is service available on weekends?	Yes	☑ No
	(4)	Are motorcycles down for unreasonable amounts of time because of poor service?	Yes	☑ No
	(5)	Are any motorcycles being operated with radios in a defective condition?	☐ Yes	☑ No
	(6)	Are any repairs being done by riders?	☐ Yes	☑ No
	(7)	Does the Area swap radios with idle units to reduce down time?	☐ Yes	☑ No
-		(a) If so, are radios being returned to the original units or reported to Telecommunications Section?	☐ Yes	☐ No
g.	Is th	nere adequate space to park and/or store motorcycles?	√ Yes	☐ No
	(1)	Is safety compromised?	☐ Yes	☑ No
	(2)	Are units parked near an entrance causing foot traffic to be inhibited?	☐ Yes	☑ No
	(3)	Are preventative measures in place to avoid problems caused by oil drippings?	☑ Yes	☐ No
	(4)	Are parked motorcycles susceptible to theft or vandalism?	Yes	☑ No
	(5)	When garaged at home, is the motorcycle in a covered, secured area?	✓ Yes	☐ No
		(a) Has it been inspected and approved?	☑ Yes	☐ No
		(b) Are records of the approval on file?	√ Yes	☐ No
		the motorcycle program supervisor developed a workable procedure for storing and accounting for oved supplies and equipment replacements?	☑ Yes	☐ No
(	(1)	Do equipment and accessory times comply with departmental regulations?	☑ Yes	☐ No
(	(2)	s there ample supply available?	☑ Yes	☐ No
(	(3)	Are spare tires available?	☑ Yes	☐ No
(	4)	s a battery charger available?	√ Yes	☐ No

#### DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

#### AREA MANAGEMENT EVALUATION

#### FLEET MANAGEMENT

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UMP.	453F	inev.	0-001	UPI	UUS	

	(5)	) Is there security and an accurate inventory kept?	☑ Yes	□ No
	i. Wł	nat arrangements have been made for servicing and repairing motorcycles? Motorcycles are transported by	the officer to	o the repair
	sho	op.		
	(1)	Is it satisfactory and cost effective?	☑ Yes	☐ No
	(2)	Does the maintenance program minimize officer and vehicle down time?	✓ Yes	□ No
_	(3)	How is repair work verified? By the AT, rider and motor sergeant.		
_	(4)	Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?	✓ Yes	☐ No
Street		(a) Is a supervisor's permission required?	Yes	☑ No
_		(b) Is there a SOP covering this aspect of motorcycle operation?	☑ Yes	☐ No
	(5)	If not ridden, how are motorcycles transported to vendors for repairs?  On a motorcycle trailer.		
-				
	(6)	Does the Area have a motorcycle trailer?	☑ Yes	☐ No
		(a) How often is it used? Once a month.		
-		(b) If one is not available, has Area budgeted for one?	Yes	☐ No
j.	Are	vehicle files logically kept and up-to-date?	√ Yes	☐ No
	(1)	Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?	☐ Yes	☑ No
	(2)	Does the motorcycle supervisor review all motorcycle invoices?	☑ Yes	☐ No
	(3)	Is service up-do-date?	☑ Yes	☐ No
k.		daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, athly Motorcycle Inspection List, completed as required?	☑ Yes	□ No
	(1)	Are mechanical discrepancies recorded with the date noted and date corrected?	☑ Yes	□ No
	(2)	Are the forms filed for the life of the motorcycle?	☑ Yes	☐ No
l.		ing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?	Yes	☐ No

ne Area is aware of the fluorescent lights being inoperative at the fueling island. Area recently received fluorescent lights and the dministrative Sergeant contacted Caltrans to have them installed. At their earliest convenience, they will install them.

STATE OF CALIFORNIA

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

ADEA MANAGERMENT EVALUATION

VI

#### AREA MANAGEMENT EVALUATION

**FLEET MANAGEMENT** 

CHP 453F (Rev. 6-06) OPI 009

AREA	DIVISION	NUMBER
Visalia Area - 480	Central	
EVALUATED BY		DATE
Sergeant B. Howard		05/27/2008

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

SUSPENSE DATE			
COMMANDER'S REVIEW	1	DATE	
EVALUATED	ACTION REQUIRED	CORRECTED	
Yes		[7] , ,	
Area's fleet managem	ent?		□ No
			□ No
		✓ Yes	☐ No
ervisor, Area Lieutenar	t, Area Commander		
nician (AT)? 2.5 yea	ırs as Entry Level Tech. w	with Ford. 2 yea	irs as
ve Technology.			
		√ Yes	☐ No
		☑ Yes	☐ No
		☑ Yes	☐ No
nd vendors?		√ Yes	☐ No
ige?		☑ Yes	☐ No
	- 150 (1910) - 150	☐ Yes	☑ No
program?		√ Yes	☐ No
AT performs vehicle m	aintenance services as rec	quired per HPN	131.1
epairs?		√ Yes	☐ No
Monitors gasoline	usage, maintains gas isla	nd, and perforn	s other
rvisor			
EVALUATED	ACTION REQUIRED	CORRECTED	
Yes			
	EVALUATED Yes  Parea's fleet management ervisor, Area Lieutenan nician (AT)? 2.5 yea eve Technology.  Indivendors?  Indivendors year In	Yes  Area's fleet management?  ervisor, Area Lieutenant, Area Commander  nician (AT)? 2.5 years as Entry Level Tech. we rechnology.  Indicated vendors?  and vendors?  appears?  AT performs vehicle maintenance services as real epairs?  Monitors gasoline usage, maintains gas isla rvisor  EVALUATED Yes  ACTION REQUIRED	EVALUATED Yes  Action Required Yes  Action Required Yes  Action Required Yes  Action Required Yes  Yes  Yes  Yes  Yes  Yes  Yes  Ye

#### AREA MANAGEMENT EVALUATION

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(1) Is there an unmarked patrol vehicle assigned for the cor	nmander?		☑ Yes	☐ No
(2) If the number of vehicles assigned is in excess of the for	mula, what justification has bee	n made?	Area does r	not maintain
vehicles in excess of the formula				
		161		
b. Are there procedures in place to ensure there are sufficient v	ehicles available at the beginning	ng of each shift?	☑ Yes	No No
(1) Are officers allowed to perform minor corrections in orde	r to keep the vehicles on the roa	ad? 	√ Yes	No
(a) Is there a supply of tools and minor equipment available.	able?		✓ Yes	□ No
c. What is the justification for any vehicle kept at employees ho	mes after duty hours? Or	nly the Area Com	mander mainte	ains a
vehicle at his home. Proper authorization has been granted				
d. Who does the commander allow to ride in vehicles?	Only those authorized per G.	O 100.42		
(1) Do supervisors use the CHP 428, Release and Waiver o	f Liability?		☑ Yes	☐ No
(a) Is the CHP 428 kept for the appropriate period of tin	ne?		✓ Yes	☐ No
SERVICE ARRANGEMENTS	Yes ACT	ON REQUIRED	CORRECTED	
What vendors are being used for servicing or repairing vehicle	es? Monarch Ford			
(1) Are they authorized dealers?			√ Yes	□No
(2) What process was used in selecting a service vendor?	Current service vendor was se	lected in the bid	process agains	st Visalia
Ford				
(3) What are the hourly rates being charged? 74.00				
(a) Are discounts given on parts?				☐ No
(4) Has the command shopped for the most cost effective ve	endors?		☑ Yes	□No
(5) Does the Area constantly change vendors, or work out properties to long-term relationships?	roblems in order to maintain go	od	☑ Yes	□No
(6) Does the AT adhere to policy in HPM 11.2, Materials Mar	nagement Manual, when makin	g purchases?	☑ Yes	☐ No
b. If vehicle availability has been a problem, has Area experimen	nted with weekend maintenance	<del></del>	Yes	☑ No
(1) What percentage of the fleet is needed on weekends?	Approximately 50%			7/
(2) Are there shortages of vehicles on Mondays?			Yes	☑ No
(3) If more than one AT, are their hours/days scheduled mos	t effectively?	NA	Yes	☐ No
(a) Is overtime needed for maximum enforcement period	ds?		Yes	☑ No
c. Are provisions adequate to ensure regular washing of vehicle	s?		√ Yes	☐ No
(1) How are interiors cleaned? Interiors are vacuumed ar	nd cleaned by a vendor that pro	vides cleaning se	ervices at the A	rea office.
In addition, there are two other available full service car	washes available if needed.	1 2 4		

### AREA MANAGEMENT EVALUATION

(1)	10 1 00 provided 00-40 days advance notice:				
(1)	Is FOS provided 30-45 days advance notice?			✓ Yes	☐ No
all	lows for a 45 day advanced notice.				
c. Hov	w does the Area project run outs? At 90,000 miles, the A	T faxes the CHP 57 to	the Fleet Operations Proj	perty Inspector	·. This
		2			
	sheet is adhered to as closely as possible.				
(0)	(a) If so, how does it effect mileage averaging?		been encountered. As stat	ed above, mile	age prior
(3)		" program?		√ Yes	☐ No
(2)				✓ Yes	☐ No
(1)				✓ Yes	☐ No
	it near their projected dates. This is accomplished throug		_,,		
h Ho	ow are adjustments to mileage accomplished?		ed and assigned as necess	ary to insure th	hat they r
(2)	(a) If not, can adjustments be made to accomplish this		NIA	Yes	☐ No
			out at regular intervals?	√ Yes	No
	Are vehicles run out in the same order they are received		7	✓ Yes	☐ No
	bes Area have a system to ensure equitable mileage accur	Yes nulation on all vehicles	<u> </u>	✓ Yes	☐ No
MII EA	AGE MANAGEMENT	EVALUATED	ACTION REQUIRED	CORRECTED	
	(e) Is there a system in place to check vehicles for defe	ects after high speed p	ursuits?	☑ Yes	☐ No
	(d) How long are records kept? 3 years		A TABLE OF THE STATE OF THE STA		
	(c) Is this system effective?			✓ Yes	☐ No
	(b) Does he/she sign off the report form and indicate w				No
	(a) Who determines when a vehicle is safe after repair				
(1)	drive until repaired. AT may do so after mandatory ins				
(1)		Officers reser	ve the right to refer any ve	hicle for repai	r and not
	re collected by the AT and repairs are quickly made.	CONTROL CHARPING IN TOPO			
(6)	Is there any other program that can be of assistance in volume of the complete deforms of the complete		rt located on the vehicle ke		
(5)				☐ Yes	✓ No
(4)	Are vehicles being excessively washed or detailed?			Yes	No
(3)				Yes	 ☑ No
	(a) Is excessive officer time used to wash vehicles?			☐ Yes ☑ Yes	No □ No
(2)		conomical?		☑ Yes	☐ No

#### AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT CHP 453F (Rev. 6-06) OPI 009 Vehicles are returned in safe operating condition. The AT usually (2) What has been the condition of vehicles returned to FOS? installs fresh brakes and tires. Body damage requiring repair is also completed prior to returning vehicle. √ Yes □ No (3) Are the right equipment options completed? CORRECTED ACTION REQUIRED EVALUATED 5. AUTOMOTIVE WORK AREA/EQUIPMENT Yes √ Yes □ No a. Is there adequate space and comfort in the AT office? √ Yes □ No (1) Is the office arranged neatly, and are all bulletins and manuals current? V Yes ☐ No (2) Does the AT maintain a service and flat rate manual? √ Yes ☐ No b. Is the space for working on vehicles adequate? □ No √ Yes (1) Is it clean and organized? √ Yes ☐ No c. Does the AT have the supply of tools listed in HPM 31.1, Fleet Operations Manual, Chapter 6? √ Yes ☐ No (1) Is there an inventory? Yes □ No (a) When was it last checked? ☐ No √ Yes (2) Are the tools located where they can be easily accessed by the AT when working on vehicles? √ Yes No (a) Are they clean and properly maintained? V Yes ☐ No (b) Is there security for the tools when the AT is not present? Yes ☐ No (c) Who has access to the tools? √ Yes ☐ No d. Does the AT have the equipment necessary to perform all required tasks? ∏ No Yes (1) If not, has it been budgeted for and/or ordered? ☐ No √ Yes e. Is the equipment neat, clean and in good repair? ☐ No √ Yes (1) Have replacements been planned and budgeted for? Yes No. f. Are there additional tools or items of equipment needed? V No Yes (1) Could the AT be more effective if they were available? √ Yes □ No (2) Can they and/or have they been requisitioned or requested? CORRECTED ACTION REQUIRED EVALUATED 3. TIRES, PARTS AND SUPPLIES Yes √ Yes ☐ No a. Is the space provided for parts and supplies adequate? □ No Yes (1) If not, can more space be provided? NIA ☐ No √ Yes (2) Is the space neatly and logically organized? □ No √ Yes (3) Is there adequate security? Area supervisors and commander have access to parts/supplies during absence of AT. (4) Who has access to the parts/supplies? ∏ No √ Yes (5) Are batteries stored in a dry location, off the cement floor? V No ☐ Yes b. Are automotive parts and supplies inventoried and maintained in Fleet Focus (FF) as required?

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

#### AREA MANAGEMENT EVALUATION

٩re	reasonable numbers of parts/supplies stocked?			√ Yes	☐ No
(1)	Are there obsolete parts on hand?			Yes	☑ No
Doe	es Area stock parts/supplies purchased by the Department, a	and provide them to the	vendor for installation?	☑ Yes	☐ No
Are	adequate records maintained for tires, and are all tires acco	ounted for?		✓ Yes	☐ No
1)	Are tire requests properly documented and ordered through Business Services Section?	the Purchasing Service	es Unit of		☐ No
2)	Are proper guidelines in place for record keeping?			√ Yes	□ No
	(a) Are records reviewed by management?			☑ Yes	☐ No
3)	Are tires properly safeguarded from theft or misuse?			☑ Yes	☐ No
	(a) How are tires stored? Tires are stored on a tire ra	ick and are secured usin	g chains and locks.		
 4)	Is access to the tires restricted to the AT and his/her assista	ant or backup?	19	√ Yes	☐ No
5)	Does Area provide motorcycle vendors with a stock of tires'	?		Yes	☑ No
3)	Does it appear tires are being replaced prematurely?	11 - 12 - 12 - 12 - 12 - 12 - 12 - 12 -	- 5,4-01	Yes	☑ No
7)	Are adequate records maintained for used tires?	2 410 110 110 110 110 110 110 110 110 110		✓ Yes	☐ No
	(a) Is the disposition of used tires within policy?	3		✓ Yes	☐ No
ow	are old tires/batteries disposed of? The old tires are di	sposed of using a tire w	aste hauler.		
1)	ls the Sale of Discarded Tires/Junk Batteries/Used Rotors (	CHP 265) sent to prosp	ective bidders?	☐ Yes	☑ No
2)	Are either tires or batteries being traded to offset installation	costs?		✓ Yes	☐ No
3)	Are the provisions of any tire or battery disposal contract be	ing met?		☑ Yes	☐ No
re l	Material Safety Data Sheets (MSDS) posted as required?			✓ Yes	☐ No
) .	Are all containers (other that the original) containing hazard	ous materials properly r	narked?	☑ Yes	□ No
as	the quarterly count of parts, tires, accessories and supplies	been conducted?		√ Yes	□No
) V	Who conducted the count? Fleet supervisor during quarte	rly audits			
. DI	SPENSING FACILITY	Yes Yes	ACTION REQUIRED	CORRECTED	
	· · · · · · · · · · · · · · · · · · ·	hrough the fuel facility a	at the	√ Yes	□ No
) \	What procedures have been established for purchasing fuel	from service stations in	emergencies? Durin	ng emergenci	es, fuel is
1	ourchased using the fleet fuel card				
(	(a) Is self-service or full-service used? Self				
4 5 6 7	) ) ) ) ) ) ) ) ) ) ) ) ) ) ) ) ) ) )	Are adequate records maintained for tires, and are all tires accord.  Are tire requests properly documented and ordered through Business Services Section?  Are proper guidelines in place for record keeping?  (a) Are records reviewed by management?  Are tires properly safeguarded from theft or misuse?  (a) How are tires stored? Tires are stored on a tire rate of the tires restricted to the AT and his/her assists.  Does Area provide motorcycle vendors with a stock of tires?  Does it appear tires are being replaced prematurely?  Are adequate records maintained for used tires?  (a) Is the disposition of used tires within policy?  Ware old tires/batteries disposed of? The old tires are disposed of the provisions of any tire or battery disposal contract be refered to the provisions of any tire or battery disposal contract be refered to the provisions of any tire or battery disposal contract be refered. Are all containers (other that the original) containing hazard as the quarterly count of parts, tires, accessories and supplies by Who conducted the count? Fleet supervisor during quarte.  DISPENSING FACILITY  DISPENSING FACILITY  DISPENSING FACILITY  DISPENSING FACILITY  DISPENSING In the fleet fuel card	Does Area stock parts/supplies purchased by the Department, and provide them to the Are adequate records maintained for tires, and are all tires accounted for?  1) Are tire requests properly documented and ordered through the Purchasing Services Business Services Section?  2) Are proper guidelines in place for record keeping?  (a) Are records reviewed by management?  3) Are tires properly safeguarded from theft or misuse?  (a) How are tires stored? Tires are stored on a tire rack and are secured using a secure of the AT and his/her assistant or backup?  (b) Is access to the tires restricted to the AT and his/her assistant or backup?  (c) Does Area provide motorcycle vendors with a stock of tires?  (d) Does it appear tires are being replaced prematurely?  (e) Are adequate records maintained for used tires?  (a) Is the disposition of used tires within policy?  (a) Is the disposition of used tires within policy?  (a) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prosp.  (a) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prosp.  (b) Are either tires or batteries being traded to offset installation costs?  (c) Are the provisions of any tire or battery disposal contract being met?  (d) Are all containers (other that the original) containing hazardous materials properly reported that the count? Fleet supervisor during quarterly audits  (e) Who conducted the count? Fleet supervisor during quarterly audits  (e) DISPENSING FACILITY  (f) DISPENSING FACILITY  (g) What procedures have been established for purchasing fuel from service stations in purchased using the fleet fuel card	Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation?  Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section?  Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section?  Are proper guidelines in place for record keeping?  (a) Are records reviewed by management?  Are tires properly safeguarded from theft or misuse?  (a) How are tires stored? Tres are stored on a tire rack and are secured using chains and looks.  It is access to the tires restricted to the AT and his/her assistant or backup?  Does Area provide motorcycle vendors with a stock of tires?  Does Area provide motorcycle vendors with a stock of tires?  Are adequate records maintained for used tires?  Are adequate records maintained for used tires?  (a) Is the disposition of used tires within policy?  Are adequate records maintained for used tires are disposed of using a tire waste hauter.  Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders?  Are either tires or batteries being traded to offset installation costs?  Are titler tires or batteries being traded to offset installation costs?  Are all containers (other that the original) containing hazardous materials properly marked?  as the quarterly count of parts, tires, accessories and supplies been conducted?  Who conducted the count? Fleet supervisor during quarterly audits  DISPENSING FACILITY  Promally, is all fuel used by departmental personnel dispensed through the fuel facility at the mismand location?  What procedures have been established for purchasing fuel from service stations in emergencies? Durin purchased using the fleet fuel card	Poes Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation?    Yes

#### AREA MANAGEMENT EVALUATION

P 453F (Rev. 6-06) OPI 009		
(2) Is there a written policy, and is it complied with?		□ No
b. Is the fuel island clean and neat?	✓ Yes	☐ No
(1) Does it need repair or painting?	Yes	☑ No
(2) Are fuel, water and air hoses in good repair?	☑ Yes	☐ No
(3) Is the break-away coupler installed?	√ Yes	☐ No
(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	✓ Yes	☐ No
(5) Is there a clean oil storage rack?	√ Yes	☐ No
(6) Is the lighting adequate?		☐ No
(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	✓ Yes	☐ No
(8) Have problems been reported to Facilities Section?	✓ Yes	☐ No
c. Is there an adequate amount of supplies available to officers?		☐ No
d. Who fuels the vehicles? Vehicles are fueled by personnel who used the vehicle.		
(1) Are fluids and tires checked during fueling?	√ Yes	☐ No
e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	☑ Yes	☐ No
(1) Are pump meters and the storage tank properly safeguarded?	☑ Yes	□ No
(2) Who has access to the keys to lock the meters and the storage tank? AT and the facilities officer.		0100 0110
(3) Is gasoline measured before and after deliveries?	☑ Yes	□ No
What method is used to log fuel and oil used in individual vehicles?  Area daily fuel log sheet		
(1) Are records maintained as required?	√ Yes	□No
(2) What is done to reconcile differences of more than 2-3 gallons daily? Pump meter accura	acy is adjusted whe	en it is
determined that accuracy has diminished.		
. Does the physical inventory reasonably balance with the metered inventory each month?	√ Yes	□ No
(1) When was the pump meter last checked for accuracy? March 2008		
. Is there a contract for fuel?	☑ Yes	□No
(1) How often is the fuel supply replenished? Every 3 weeks		
(2) At what level is it refilled? 1,500 gallons		
How does the Area secure the fuel pumps when they are not in use?  Area fuel pumps are loc	ated behind securi	ty fencing
(1) Is the system adequate?	√ Yes	□ No
(2) Is it utilized by all personnel?	Yes	☑ No

#### AREA MANAGEMENT EVALUATION

#### FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

8. \$	SAFETY	EVALUATED Yes	ACTION REQUIRED	CORRECTED	
ε	a. Does the Area conduct an inspection of the facility twice	each year to detect sat	ety hazards?	√ Yes	□ No
	(1) Are the AT's work areas inspected?		1	☑ Yes	□No
b	b. Are there possible unsafe conditions within the AT's work	areas?		Yes	☑ No
STER	(1) Is the shop floor clean and free of any spills?			√ Yes	☐ No
-	(2) Are electrical cords or hoses posing a hazard?			☐ Yes	☑ No
	(3) Are fire extinguishers charged, inspected and of the	proper type?		✓ Yes	☐ No
	(4) Are any batteries leaking or stored improperly?			☐ Yes	☑ No
	(5) Are there loose items on the floor?			☐ Yes	☑ No
	(6) Is the bench grinder firmly affixed, and are there safe	ty glasses available?		✓ Yes	☐ No
	(a) Are they worn by the AT?			✓ Yes	☐ No
	(7) Is the battery charger in a safe place?			✓ Yes	☐ No
	(8) Are masks available for AT's to wear when servicing	brakes?			☐ No
	(a) If yes, are they worn?				□No
	(9) Are jack stands properly utilized?			✓ Yes	☐ No
С	c. What is the Area occupational safety record as it relates t	o fleet management?	No reported injuries and	no safety issues ir	need of
	addressing.				
	(1) Have any injuries been prevented with an improved s	safety awareness prog	ram?	√ Yes	☐ No
). \	VEHICLE RECORDS AND MAINTENANCE	Yes	ACTION REQUIRED	CORRECTED	
а	Are fleet records logically filed?			✓ Yes	☐ No
Me-	(1) Are they conveniently located and available to the A7	and supervisor?		☑ Yes	☐ No
	(2) Do files contain all required documents?			☑ Yes	☐ No
	(a) If documents are not in files, where are they loca	ated? Documents ar	e always kept in proper file:	S.	
b	Do the Fleet Focus (FF) documents comply with the instru	uctions in HPM 31.1, F	leet Operations Manual?	√ Yes	☐ No
	(1) Are documents legible and complete?			√ Yes	☐ No
-	(2) Who reviews the FF reports? AT and the fleet.	supervisor			
	(3) How is the information used in Area's fleet administra		a utilizes the Fleet Focus co	omputer applicat	ion to
	provide necessary information regarding each vehicl				
С.	. Is the CHP 424 current?			√ Yes	☐ No
	(1) Does the CHP 424 reveal any unusual repair patterns	s or duplicate services	?	Yes	☑ No

#### AREA MANAGEMENT EVALUATION

CHP 453F (Rev	7. 6-06) OPI 009				
	ive required services been done at the proper mileage?			√ Yes	☐ No
d Is the A	Area using the most effective and economical method of r	epairing/maintaining the	fleet?	✓ Yes	☐ No
(1) Are	e hourly rates in line with prevailing rates?			✓ Yes	☐ No
(2) Do	es the AT refer to manuals for invoice cost information?			☑ Yes	☐ No
(3) Is v	work being done by vendors that should be done by the A	AT?		Yes	☑ No
(4) Are	e there any warranty problems?			Yes	☑ No
(a)	If so, are they being resolved?		NIA	Yes	☐ No
(5) Is t	he credit card being used in lieu of an invoice?			Yes	☑ No
(6) Do	es the commander or his/her designee review and/or app	prove invoices?		☑ Yes	☐ No
(a)	(a) If so, is there a threshold limit, and how is the approval indicated on the invoice?  The Area co				Lieutenant
***************************************	review each submitted invoice then signifies approval b	by signing each docume	nt prior to submitting j	for payment. 1	No
	threshold limit is in place.				
e. Do invo	ices indicate parts are being supplied by the CHP?			☑ Yes	☐ No
(1) If pa	arts are on invoices, does the vendor give a discount?			☑ Yes	☐ No
f. Are fleet	operations bulletins maintained and accessible to the A	Γ?		✓ Yes	☐ No
10. CONDITIO	ON OF THE FLEET	EVALUATED Yes	ACTION REQUIRED	CORRECTED	
a. Using a	CHP 33E, Vehicle Inspection Checklist, as a guide, are	there any patterns or pro	blems identified?	Yes	☑ No
(1) Hav	ve any unauthorized modifications been made on vehicle	s?		Yes	☑ No
11. MOTORC	YCLES	EVALUATED No	ACTION REQUIRED	CORRECTED	
a. Is the Ai	rea commander involved and kept informed of motorcycle	e deployment, needs, pr	oblems, etc.?	Yes	☐ No
(1) Are	the program objectives clearly understood by the comma	ander and supervisors?		Yes	☐ No
(2) Doe	es the Area have an up-to-date SOP relating to motorcyc	le operations?		Yes	☐ No
b. Are moto	orcycles being deployed in conformance with departmen	tal policy and Fleet Ope	rations Bulletins?	Yes	☐ No
(1) Are	motorcycles being used on beats with predominantly hig	gh speed problems?		Yes	☐ No
(2) Are	motorcycles used for special duty officer transportation?	•		Yes	☐ No
(3) Are	motorcycles parked at the Area office during vacations a	and extended days off?	200	Yes	☐ No
c. Are Flee	t Operations Bulletins pertaining to motorcycles filed tog	ether?		Yes	☐ No
(1) Wha	at system is in place to verify understanding and complia	ince?			
(2) Are	Bulletins discussed with riders?			Yes	☐ No
d. What typ	pe of active safety program does the Area have?				

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

#### AREA MANAGEMENT EVALUATION

HP	153F	(Rev. 6-06) OPI 009		
	(1)	Is there a Defensive Rider Program?	Yes	□ No
	(2)	Is there a sufficient number of CMTOs?	Yes	□No
	(3)	What is the Area's safety record?		
		(a) How does it compare with Division and statewide rates?		
	(4)	Does the Area conduct quarterly motorcycle training?	☐ Yes	☐ No
		(a) Are mandatory exercises being conducted?	☐ Yes	☐ No
		(b) Are ride-alongs being conducted on a regular basis and properly documented?	☐ Yes	☐ No
e.	Are	e emergency radio repairs made at the office or at the radio shop?		
	(1)	Are the arrangements satisfactory?	☐ Yes	□ No
_	(2)	Is the repair person proficient?	☐ Yes	□ No
-	(3)	Is service available on weekends?	Yes	□No
	(4)	Are motorcycles down for unreasonable amounts of time because of poor service?	Yes	□No
	(5)	Are any motorcycles being operated with radios in a defective condition?	Yes	□ No
	(6)	Are any repairs being done by riders?	Yes	☐ No
	(7)	Does the Area swap radios with idle units to reduce down time?	Yes	□ No
		(a) If so, are radios being returned to the original units or reported to Telecommunications Section?	Yes	□No
g.	ls th	nere adequate space to park and/or store motorcycles?	Yes	□No
	(1)	Is safety compromised?	☐ Yes	☐ No
	(2)	Are units parked near an entrance causing foot traffic to be inhibited?	Yes	☐ No
	(3)	Are preventative measures in place to avoid problems caused by oil drippings?	Yes	☐ No
	(4)	Are parked motorcycles susceptible to theft or vandalism?	Yes	☐ No
	(5)	When garaged at home, is the motorcycle in a covered, secured area?	Yes	□ No
	127	(a) Has it been inspected and approved?	Yes	☐ No
		(b) Are records of the approval on file?	Yes	☐ No
h.		the motorcycle program supervisor developed a workable procedure for storing and accounting for roved supplies and equipment replacements?	Yes	□ No
	(1)	Do equipment and accessory times comply with departmental regulations?	☐ Yes	☐ No
	(2)	Is there ample supply available?	☐ Yes	□No
	(3)	Are spare tires available?	☐ Yes	☐ No
	(4)	Is a battery charger available?	Yes	□ No

#### AREA MANAGEMENT EVALUATION

CHP	453F	(Rev. 6-06) OPI 009		
	(5)	Is there security and an accurate inventory kept?	Yes	☐ No
i.	Wh	at arrangements have been made for servicing and repairing motorcycles?		
				74
	(1)	Is it satisfactory and cost effective?	Yes	☐ No
	(2)	Does the maintenance program minimize officer and vehicle down time?	Yes	☐ No
	(3)	How is repair work verified?		
>	(4)	Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?	Yes	☐ No
		(a) Is a supervisor's permission required?	☐ Yes	☐ No
		(b) Is there a SOP covering this aspect of motorcycle operation?	Yes	☐ No
	(5)	If not ridden, how are motorcycles transported to vendors for repairs?		
	(6)	Does the Area have a motorcycle trailer?	Yes	☐ No
		(a) How often is it used?		
		(b) If one is not available, has Area budgeted for one?	Yes	☐ No
j.	Are	vehicle files logically kept and up-to-date?	Yes	☐ No
	(1)	Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance charges?	Yes	□ No
	(2)	Does the motorcycle supervisor review all motorcycle invoices?	Yes	☐ No
	(3)	Is service up-do-date?	Yes	☐ No
k.		daily inspections being done by the rider and monthly inspection by the supervisor, and the CHP 184, nthly Motorcycle Inspection List, completed as required?	Yes	□ No
	(1)	Are mechanical discrepancies recorded with the date noted and date corrected?	Yes	☐ No
	(2)	Are the forms filed for the life of the motorcycle?	Yes	☐ No
l.	Utifiz Area	ring the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, as guides, do the motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, supplies, etc.?	e Yes	□No

### AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

AREA	DIVISION	NUMBER
Porterville	Central	481
EVALUATED BY		DATE
Sgt. D. Giefer		05/08/2008

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION		SUSPENSE DATE			
FOLLOW-UP REQUIRED	Informal Evaluation	COMMANDER'S REVIEW		DATE	
POLEOWALI NEGOINED	Correction Report	1 / Au	261110.	//	1
☐ Yes ☑ No	BY	LETUNE	WW WUSK	0/19	108
1. AREA ADMINISTRA	ATION	05/08/2008	No REQUIRED	CORRECTED (	
a. Is there a clear li	ne of supervision and accountability fo	r the Area's fleet managemen	nt?	√ Yes	☐ No
(1) Is the Area	commander involved and informed?			√ Yes	□ No
(a) Does h	e/she monitor invoices?			✓ Yes	☐ No
(2) Who is auth	orized to approve invoices? The F	leet Coordinator, Sgt. D. Gie	fer		
	VII				
b. What is the back	ground experience of the Automotive T	rechnician (AT)? U.S.A.F	. Flight Engineer-Crew	Chief, Service N	/lanager at
Ford, Chevrolet	and Chrysler dealerships. 28 years ex	sperience as CHP Automotiv	e Technician.	×	
(1) Are sufficien	t instructions and training provided?				□No
(2) Is he/she a	qualified mechanic at journey person le	evel?		✓ Yes	☐ No
(3) Does he/she	attend training on new model vehicles	s?		✓ Yes	□No
(4) Does the AT	have good rapport with Area personne	el and vendors?		☑ Yes	☐ No
(5) Does the AT	ensure vehicles are available at shift of	change?		✓ Yes	☐ No
(6) Does the AT	periodically attend staff meetings?			☑ Yes	☐ No
(7) Does the AT	have ideas/suggestions for improving	the program?		☑ Yes	☐ No
c. How much maint	enance work is being done by the AT?	The Automotive Techni	cian completes all routir	ne maintenance	and minor
repairs of patrol	vehicles.				
(1) Is he/she qu	alified to perform maintenance and mir	nor repairs?			☐ No
(a) If these	duties are not being performed, why no	ot?			
d. What other duties	or responsibilities are placed on the A	AT? The Automotive Tec	chnician is responsible f	or routinely che	cking and
filling the propar	ne tank, as well as routinely checking t	the back-up generator to ensi	ure that the auto start fur	nction is workin	g correctly.
2. VEHICLE USE		05/08/2008	ACTION REQUIRED No	CORRECTED	
a. How many "E" Cl	ass vehicles are assigned to the Area?	? 10			

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	///	le there an unmarked netral vehicle assigned for the same	ander?		√ Yes	☐ No
_	(1)			has been made?	TT 109	
_	(2)	If the number of vehicles assigned is in excess of the form	ula, what justification	nas been made :		
b.	Are	e there procedures in place to ensure there are sufficient veh	nicles available at the	beginning of each shift?	☑ Yes	☐ No
	(1)	Are officers allowed to perform minor corrections in order to	o keep the vehicles c	on the road?	Yes	☑ No
		(a) Is there a supply of tools and minor equipment available	ole?		Yes	☑ No
С.	Wh	at is the justification for any vehicle kept at employees home	es after duty hours?	Supervisors placed	on call, comm	ander
	ava	nilable for call outs, resident post officer works in a remote l	ocation and is availa	ble for call outs.		
d.	Wh	no does the commander allow to ride in vehicles?	Civilian ride-alongs	who are currently testing	with the Depar	rtment.
	(1)	Do supervisors use the CHP 428, Release and Waiver of L	_iability?		☑ Yes	☐ No
		(a) Is the CHP 428 kept for the appropriate period of time	?		☑ Yes	☐ No
SI	ERVI	CE ARRANGEMENTS	05/08/2008	ACTION REQUIRED No	CORRECTED	
а.	Wh	at vendors are being used for servicing or repairing vehicles		ord, Mike's Automotive, a	nd Porterville	Tire.
_	(1)	Are they authorized dealers?	4.11 l	ingregate of UDM 21	☑ Yes	☐ No
	(1)		All vendors meet the	requirements of HPM 31.		□ No
		What process was used in selecting a service vendor?	127	requirements of HPM 31.  Monarch Ford - \$74.00		□ No
	(2)	What process was used in selecting a service vendor?	utomotive -\$69.00,	Monarch Ford - \$74.00		□ No
	(2)	What process was used in selecting a service vendor?  What are the hourly rates being charged?  Mike's A	utomotive -\$69.00, i	Monarch Ford - \$74.00	1.	
	(2)	What process was used in selecting a service vendor?  What are the hourly rates being charged?  Mike's A  (a) Are discounts given on parts?  Discounts Are	utomotive -\$69.00, i SEFERTS BY dors?	Monarch Ford - \$74.00	1. ☑ Yes	□ No
	(2)	What process was used in selecting a service vendor?  What are the hourly rates being charged?  Mike's A  (a) Are discounts given on parts?  Discounts Are  Has the command shopped for the most cost effective ven  Does the Area constantly change vendors, or work out pro	utomotive -\$69.00, i で氏にない 多く dors? blems in order to ma	Monarch Ford - \$74.00 Foにか nintain good	I. ☑ Yes ☑ Yes	□ No
b.	(2) (3) (4) (5) (6)	What process was used in selecting a service vendor?  What are the hourly rates being charged?  Mike's A  (a) Are discounts given on parts?  Has the command shopped for the most cost effective ven  Does the Area constantly change vendors, or work out pro- long-term relationships?	utomotive -\$69.00, i で子をにむ らく dors? blems in order to ma agement Manual, wh	Monarch Ford - \$74.00 Fore	I. ☑ Yes ☑ Yes	□ No □ No
b.	(2) (3) (4) (5) (6)	What process was used in selecting a service vendor?  What are the hourly rates being charged?  Mike's A  (a) Are discounts given on parts?  Has the command shopped for the most cost effective ven  Does the Area constantly change vendors, or work out pro- long-term relationships?  Does the AT adhere to policy in HPM 11.2, Materials Management of the service vendors of the AT adhere to policy in HPM 11.2, Materials Management of the service vendor?	utomotive -\$69.00, i で子をにむ らく dors? blems in order to ma agement Manual, wh	Monarch Ford - \$74.00 Fore	✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes	☐ No ☐ No ☐ No ☐ No
b.	(2) (3) (4) (5) (6)	What process was used in selecting a service vendor?  What are the hourly rates being charged?  Mike's A  (a) Are discounts given on parts?  Has the command shopped for the most cost effective ven  Does the Area constantly change vendors, or work out pro long-term relationships?  Does the AT adhere to policy in HPM 11.2, Materials Mana ehicle availability has been a problem, has Area experiment	utomotive -\$69.00, i で氏を足む 多く dors? blems in order to ma agement Manual, wh	Monarch Ford - \$74.00 Fore	✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes	☐ No ☐ No ☐ No ☐ No
b.	(2) (3) (4) (5) (6) If ve	What process was used in selecting a service vendor?  What are the hourly rates being charged?  Mike's A  (a) Are discounts given on parts?  Has the command shopped for the most cost effective ven  Does the Area constantly change vendors, or work out pro long-term relationships?  Does the AT adhere to policy in HPM 11.2, Materials Mana ehicle availability has been a problem, has Area experiment  What percentage of the fleet is needed on weekends?	utomotive -\$69.00, i で任何でいる。 dors? blems in order to ma agement Manual, wh ted with weekend ma 50%	Monarch Ford - \$74.00 Fore	I.  ☑ Yes ☑ Yes ☑ Yes ☑ Yes ☑ Yes ☐ Yes	□ No □ No □ No □ No □ No
b.	(2) (3) (4) (5) (6) If ve (1) (2)	What process was used in selecting a service vendor?  What are the hourly rates being charged?  Mike's A  (a) Are discounts given on parts?  Has the command shopped for the most cost effective ven  Does the Area constantly change vendors, or work out pro long-term relationships?  Does the AT adhere to policy in HPM 11.2, Materials Mana ehicle availability has been a problem, has Area experiment  What percentage of the fleet is needed on weekends?  Are there shortages of vehicles on Mondays?	automotive -\$69.00, in the second se	Monarch Ford - \$74.00  Fore  intain good en making purchases? intenance?	Yes Yes Yes Yes Yes Yes Yes	No   No   No   No   No
	(2) (3) (4) (5) (6) If ve (1) (2) (3)	What process was used in selecting a service vendor?  What are the hourly rates being charged?  Mike's A  (a) Are discounts given on parts?  Has the command shopped for the most cost effective ven  Does the Area constantly change vendors, or work out pro long-term relationships?  Does the AT adhere to policy in HPM 11.2, Materials Mana ehicle availability has been a problem, has Area experiment  What percentage of the fleet is needed on weekends?  Are there shortages of vehicles on Mondays?  If more than one AT, are their hours/days scheduled most	utomotive -\$69.00, in the second sec	Monarch Ford - \$74.00  Fore  intain good en making purchases? intenance?	Yes Yes Yes Yes Yes Yes Yes Yes	No
	(2) (3) (4) (5) (6) (1) (2) (3) Are	What process was used in selecting a service vendor?  What are the hourly rates being charged?  Mike's A  (a) Are discounts given on parts?  Has the command shopped for the most cost effective ven  Does the Area constantly change vendors, or work out pro long-term relationships?  Does the AT adhere to policy in HPM 11.2, Materials Mana ehicle availability has been a problem, has Area experiment  What percentage of the fleet is needed on weekends?  Are there shortages of vehicles on Mondays?  If more than one AT, are their hours/days scheduled most  (a) Is overtime needed for maximum enforcement periods	utomotive -\$69.00, in the second sec	Monarch Ford - \$74.00  Force  Inintain good  en making purchases?  Aintenance?	Yes	No

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#### AREA MANAGEMENT EVALUATION

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	(2	) Is the Area's vehicle washing procedure practical and econo	☑ Yes	☐ No		
		(a) Is excessive officer time used to wash vehicles?	Yes	☑ No		
	(3	) Is there more than one car wash facility available?	√ Yes	☐ No		
	(4	) Are vehicles being excessively washed or detailed?			Yes	☑ No
	(5	) Does the Area have a maintenance worker or janitor wash c	ars?		Yes	☑ No
	(6	) Is there any other program that can be of assistance in wash	ning cars?		Yes	☑ No
(	d. H	ow do officers report defective equipment? By completing th	e Area Defective Equip	ment Report.		
	(1	) Who is authorized to declare a vehicle unsafe for patrol?	All uniformed emp	loyees and the Aut	omotive Technicia	n.
		(a) Who determines when a vehicle is safe after repair or c	hecking of defects?	The Automotive	Technician.	
		(b) Does he/she sign off the report form and indicate what	has been done?		✓ Yes	□ No
		(c) Is this system effective?			∀es	☐ No
		(d) How long are records kept? Records are kept 3	years after the unit is re	eplaced.		
		(e) Is there a system in place to check vehicles for defects	after high speed pursui	ts?	☑ Yes	☐ No
4. ľ	VIILE	AGE MANAGEMENT	05/08/2008	ACTION REQUIRED	CORRECTED	
	a. Do	pes Area have a system to ensure equitable mileage accumula	tion on all vehicles?		√ Yes	□No
-	(1)	Are vehicles run out in the same order they are received?			✓ Yes	☐ No
	(2)	Is there an appropriate spread of odometer readings so that	vehicles are run out at	regular intervals?	☑ Yes	☐ No
		(a) If not, can adjustments be made to accomplish this?			☐ Yes	☐ No
þ	. Ho	ow are adjustments to mileage accomplished?	Vehicles are numbered	and driven in a sec	quential order. The	vehicle
	nı	imbers are rotated as needed to ensure equitable mileage.				
	(1)	Do field supervisors and officers understand their responsible	lity in vehicle assignme	nts?	☑ Yes	☐ No
	(2)	Does the AT understand what is required?			✓ Yes	□No
	(3)	Does the Area have a "personalized vehicle assignment" pro	ogram?		☐ Yes	☑ No
		(a) If so, how does it effect mileage averaging?				
С	. Ho	w does the Area project run outs? The vehicles are projected	by 57 Form and Fleet	Focus to F.O.S. wh	no assigns vehicles.	Vehicles
	ar	e projected no more than 90 days and no less than 30 days as	required by HPM 31.1.			
	(1)	Is FOS provided 30-45 days advance notice?			√ Yes	☐ No

#### AREA MANAGEMENT EVALUATION

#### FLEET MANAGEMENT

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		(2)	What has been the condition of vehicles returned to FOS?	Vehicles are retu	urned to FOS in a condition	commensurat	te to their
			age. All vehicles returned to F.O.S. meet the requirements	of M.T.B. 01-17 (m	inimum requirements).		
		(3)	Are the right equipment options completed?			☑ Yes	☐ No
5.	Αl	IOTU	MOTIVE WORK AREA/EQUIPMENT	05/08/2008	ACTION REQUIRED NO	CORRECTED	
_	a. Is there adequate space and comfort in the AT office?					☑ Yes	☐ No
===		(1)	Is the office arranged neatly, and are all bulletins and manu-	als current?		√ Yes	□ No
-		(2)	Does the AT maintain a service and flat rate manual?	☑ Yes	☐ No		
	—- b.	ls ti	ne space for working on vehicles adequate?			☑ Yes	☐ No
		(1)	Is it clean and organized?		☑ Yes	☐ No	
—	С.	Doe	es the AT have the supply of tools listed in HPM 31.1, Fleet C	perations Manual, (	Chapter 6?	√ Yes	☐ No
		(1)	Is there an inventory?			√ Yes	☐ No
			(a) When was it last checked? AN AUDIT WAS	CONNAND TOTAL ON	104-16-2008	Yes	☐ No
_		(2)	Are the tools located where they can be easily accessed by			☑ Yes	☐ No
		÷	(a) Are they clean and properly maintained?			√ Yes	☐ No
-			(b) Is there security for the tools when the AT is not preser	nt?		√ Yes	☐ No
	-		(c) Who has access to the tools?	TECHNIC AND	NO ARBA SUPERVISORS	Yes	☐ No
(	<b>d</b> .	Doe	es the AT have the equipment necessary to perform all requir			√ Yes	☐ No
		_	If not, has it been budgeted for and/or ordered?	<del>wall = 2) = 1(15 = 22 = 2</del>		Yes	☐ No
_	ə.		ne equipment neat, clean and in good repair?			√ Yes	☐ No
			Have replacements been planned and budgeted for?			√ Yes	□No
1	ī.		there additional tools or items of equipment needed?	_,==0:0112		Yes	☑ No
		-	Could the AT be more effective if they were available?	NIA		Yes	☐ No
	7	(2)	Can they and/or have they been requisitioned or requested			Yes	□No
6. ·	TIF	-	PARTS AND SUPPLIES	05/09/2008	ACTION REQUIRED	CORRECTED	
- 6	— a.	ls th	ne space provided for parts and supplies adequate?	<del>// //</del>		✓ Yes	☐ No
		(1)	If not, can more space be provided?			Yes	☐ No
		(2)	Is the space neatly and logically organized?			☑ Yes	☐ No
		(3)	Is there adequate security?	,		✓ Yes	☐ No
		(4)	Who has access to the parts/supplies? The Automoti	ve Technician and A	Area supervisors.		
-		(5)	Are batteries stored in a dry location, off the cement floor?			☑ Yes	□No
	о.	<u>`</u>	automotive parts and supplies inventoried and maintained in	n Fleet Focus (FF) a	as required?	☑ Yes	☐ No
							000.00

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(	c. Are reasonable numbers of parts/supplies stocked?		☑ Yes	☐ No
	(1) Are there obsolete parts on hand?		Yes	☑ No
C	d. Does Area stock parts/supplies purchased by the Dep	partment, and provide them to the vendor for installation?	☑ Yes	☐ No
E	e. Are adequate records maintained for tires, and are all	tires accounted for?	☑ Yes	☐ No
-	(1) Are tire requests properly documented and ordere Business Services Section?	ed through the Purchasing Services Unit of	☑ Yes	□ No
	(2) Are proper guidelines in place for record keeping	?	☑ Yes	☐ No
!!==!!!	(a) Are records reviewed by management?		☑ Yes	☐ No
	(3) Are tires properly safeguarded from theft or misus	se?	☑ Yes	□ No
	(a) How are tires stored? Tires are secured	in a locked storage shed located at the Area office.		
	(4) Is access to the tires restricted to the AT and his/	her assistant or backup?	Yes	☑ No
	(5) Does Area provide motorcycle vendors with a sto	ck of tires?	☐ Yes	□ No
	(6) Does it appear tires are being replaced premature		☐ Yes	☑ No
	(7) Are adequate records maintained for used tires?		☑ Yes	☐ No
	(a) Is the disposition of used tires within policy?		☑ Yes	□No
f.	f. How are old tires/batteries disposed of? Contracted	ed disposal vendor, statewide northern #6C074000/State l	oattery vendo	or.
	(1) Is the Sale of Discarded Tires/Junk Batteries/Use	ed Rotors (CHP 265) sent to prospective bidders?	☐ Yes	☐ No
	(2) Are either tires or batteries being traded to offset	installation costs? WA NO LONGER ALLIGHT	Yes	☐ No
	(3) Are the provisions of any tire or battery disposal of	contract being met?	√ Yes	☐ No
g	g. Are Material Safety Data Sheets (MSDS) posted as re	equired?	☑ Yes	□No
	(1) Are all containers (other that the original) containi	ing hazardous materials properly marked?	√ Yes	☐ No
h	h. Has the quarterly count of parts, tires, accessories and	d supplies been conducted?	✓ Yes	☐ No
	(1) Who conducted the count? The First Quarter 20	08 audit was conducted on April 16, 2008, by Sgt. D. Gie	efer.	
7. F	FUEL DISPENSING FACILITY	evaluated Action required No	CORRECTED	
a	a. Normally, is all fuel used by departmental personnel d command location?		Yes	☑ No
	(1) What procedures have been established for purch		uel purchases	s are
-	completed in the field by using the Voyager credi	it card.		
	(a) Is self-service or full-service used?	Self-service		

#### AREA MANAGEMENT EVALUATION

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(2) Is there a written policy, and is it complied with?	☑ Yes	☐ No
b. Is the fuel island clean and neat?	Yes	☐ No
(1) Does it need repair or painting?	Yes	☐ No
(2) Are fuel, water and air hoses in good repair?	☑ Yes	☐ No
(3) Is the break-away coupler installed?	☐ Yes	☐ No
(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	Yes	☐ No
(5) Is there a clean oil storage rack?	√ Yes	☐ No
(6) Is the lighting adequate?	✓ Yes	☐ No
(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	√ Yes	☐ No
(8) Have problems been reported to Facilities Section?	☐ Yes	☐ No
c. Is there an adequate amount of supplies available to officers?	✓ Yes	☐ No
d. Who fuels the vehicles? Uniformed employees		
(1) Are fluids and tires checked during fueling?	☑ Yes	☐ No
e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 months as required?	to 18	☐ No
(1) Are pump meters and the storage tank properly safeguarded?	☐ Yes	☐ No
(2) Who has access to the keys to lock the meters and the storage tank?		
(3) Is gasoline measured before and after deliveries?	Yes	☐ No
f. What method is used to log fuel and oil used in individual vehicles?  Uniformed employees re	ecord fuel gallons and the c	ost, as well
as oil used, in the CHP 33 book kept in each patrol vehicle.		
(1) Are records maintained as required?	☑ Yes	☐ No
(2) What is done to reconcile differences of more than 2-3 gallons daily?		
g. Does the physical inventory reasonably balance with the metered inventory each month?	ia ☐ Yes	☐ No
(1) When was the pump meter last checked for accuracy?		
h. Is there a contract for fuel?	Yes	□No
(1) How often is the fuel supply replenished?		
(2) At what level is it refilled?		
i. How does the Area secure the fuel pumps when they are not in use?		
(1) Is the system adequate?	☐ Yes	□ No
(2) Is it utilized by all personnel?	☐ Yes	☐ No

#### AREA MANAGEMENT EVALUATION

#### FLEET MANAGEMENT

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8. S	AFETY	EVALUATED	ACTION REQUIRED	CORRECTED	
	Does the Area conduct an inspection of the facility twice	05/09/2008	No hazards?	✓ Yes	ΓΊNο
	(1) Are the AT's work areas inspected?	 ✓ Yes			
	Are there possible unsafe conditions within the AT's work	20202		☐ Yes	 ☑ No
D.		✓ Yes	□ No		
			 ☑ No		
		oronor tuno?		✓ Yes	
···		or type:		Yes	No
	(4) Are any batteries leaking or stored improperly?			Yes	 ☑ No
	(5) Are there loose items on the floor?	7.1.0	· · · · · · · · · · · · · · · · · · ·	✓ Yes	□ No
	(6) Is the bench grinder firmly affixed, and are there safe	ty glasses available?			
	(a) Are they worn by the AT?			☑ Yes	□ No
+(*-	(7) Is the battery charger in a safe place?	(* 		✓ Yes	□ No
	(8) Are masks available for AT's to wear when servicing	brakes?		☑ Yes	∐ No
	(a) If yes, are they worn?			✓ Yes	□ No
	(9) Are jack stands properly utilized?			√ Yes	∐ No
C.	What is the Area occupational safety record as it relates to	ofleet management? T	here have been no accider	nts.	
		Towlor manager to the ex-			
	(1) Have any injuries been prevented with an improved s			Yes	₩No
9. V	EHICLE RECORDS AND MAINTENANCE	05/09/2008	NO REQUIRED	CORRECTED	
a.	Are fleet records logically filed?			☑ Yes	☐ No
	(1) Are they conveniently located and available to the AT	and supervisor?		☑ Yes	☐ No
	(2) Do files contain all required documents?			☑ Yes	☐ No
	(a) If documents are not in files, where are they loca	ted?			
b.	Do the Fleet Focus (FF) documents comply with the instru	ictions in HPM 31.1, Flee	t Operations Manual?	√ Yes	☐ No
	(1) Are documents legible and complete?			√ Yes	☐ No
	(2) Who reviews the FF reports? The Automotive	Technician who forwards	s to Sergeant and Lieutena	ant.	
	(3) How is the information used in Area's fleet administra	tion? The in	formation is discussed at	Area staff meet	ings and
	problems are directed to a supervisor.				
С.	Is the CHP 424 current?		Service of the Servic	√ Yes	□ No
	(1) Does the CHP 424 reveal any unusual repair patterns	s or duplicate services?		☐ Yes	√ No

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(2) Have required services been done at the proper mileage?	☑ Yes	☐ No
Is the Area using the most effective and economical method of repairing/maintaining the fleet?	☑ Yes	☐ No
(1) Are hourly rates in line with prevailing rates?	☑ Yes	☐ No
(2) Does the AT refer to manuals for invoice cost information?	☑ Yes	☐ No
(3) Is work being done by vendors that should be done by the AT? WHEN NEEDED TO MEET DEMANDED	√ Yes	☐ No
(4) Are there any warranty problems?	Yes	☑ No
(a) If so, are they being resolved?	Yes	☐ No
(5) Is the credit card being used in lieu of an invoice?	Yes	☑ No
(6) Does the commander or his/her designee review and/or approve invoices?	√ Yes	☐ No
(a) If so, is there a threshold limit, and how is the approval indicated on the invoice?  No limits other	r than those	imposed
by HPM 31.1 or F.O.S.		
Do invoices indicate parts are being supplied by the CHP?	√ Yes	☐ No
	√ Yes	☐ No
	☑ Yes	☐ No
EVALUATED ACTION REQUIRED	CORRECTED	
Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or problems identified?	Yes	☑ No
	☐ Yes	☑ No
EVALUATED	CORRECTED	
Is the Area commander involved and kept informed of motorcycle deployment, needs, problems, etc.?	Yes	☐ No
(1) Are the program objectives clearly understood by the commander and supervisors?	Yes	☐ No
(2) Does the Area have an up-to-date SOP relating to motorcycle operations?	Yes	☐ No
Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins?	Yes	☐ No
(1) Are motorcycles being used on beats with predominantly high speed problems?	Yes	☐ No
(2) Are motorcycles used for special duty officer transportation?	Yes	☐ No
	Yes Yes	□ No
(3) Are motorcycles parked at the Area office during vacations and extended days off?		
(3) Are motorcycles parked at the Area office during vacations and extended days off?	Yes	□ No
(3) Are motorcycles parked at the Area office during vacations and extended days off?  Are Fleet Operations Bulletins pertaining to motorcycles filed together?	Yes	□ No
C	is the Area using the most effective and economical method of repairing/maintaining the fleet?  (1) Are hourly rates in line with prevailing rates?  (2) Does the AT refer to manuals for invoice cost information?  (3) Is work being done by vendors that should be done by the AT? WHEN NEWDOWN TO INVEST DEMANN.  (4) Are there any warranty problems?  (a) If so, are they being resolved?  (b) Is the credit card being used in lieu of an invoice?  (c) Does the commander or his/her designee review and/or approve invoices?  (a) If so, is there a threshold limit, and how is the approval indicated on the invoice?  No limits other by HPM 31.1 or F.O.S.  Do invoices indicate parts are being supplied by the CHP?  (1) If parts are on invoices, does the vendor give a discount? Discounts of Folkowing Styles of Sty	Second Process   Seco

#### AREA MANAGEMENT EVALUATION

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	(1)	Is there a Defensive Rider Program?	NIA	☐ Yes	☐ No
	(2)		NIA	Yes	☐ No
	(3)	What is the Area's safety record?	NIA		
		(a) How does it compare with Division and statewide rates?	NIA		
	(4)	Does the Area conduct quarterly motorcycle training?	NIA	Yes	☐ No
		(a) Are mandatory exercises being conducted?	NIA	Yes	☐ No
		(b) Are ride-alongs being conducted on a regular basis and properly documented?	NIA	Yes	☐ No
е.	Are	emergency radio repairs made at the office or at the radio shop?	NIA		
	(1)	Are the arrangements satisfactory?	NIA	Yes	☐ No
	(2)	Is the repair person proficient?	NA	☐ Yes	☐ No
	(3)	Is service available on weekends?	NIA	Yes	☐ No
	(4)	Are motorcycles down for unreasonable amounts of time because of poor service?	N/A	☐ Yes	☐ No
	(5)	Are any motorcycles being operated with radios in a defective condition?	NA	Yes	☐ No
(	(6)	Are any repairs being done by riders?	NIA	Yes	☐ No
(	(7)	Does the Area swap radios with idle units to reduce down time?	NA	☐ Yes	□No
		(a) If so, are radios being returned to the original units or reported to Telecommuni	cations Section? IV/A	Yes	☐ No
g.	ls th	nere adequate space to park and/or store motorcycles?	NA	☐ Yes	☐ No
(	(1)	Is safety compromised?	N/A	☐ Yes	☐ No
(	(2)	Are units parked near an entrance causing foot traffic to be inhibited?	14/A	☐ Yes	☐ No
(	(3)	Are preventative measures in place to avoid problems caused by oil drippings?	NA	☐ Yes	☐ No
(	(4)	Are parked motorcycles susceptible to theft or vandalism?	NA	Yes	☐ No
(	(5)	When garaged at home, is the motorcycle in a covered, secured area?	N/A	Yes	☐ No
		(a) Has it been inspected and approved?	NIA	Yes	☐ No
		(b) Are records of the approval on file?	14/17	Yes	☐ No
		the motorcycle program supervisor developed a workable procedure for storing and roved supplies and equipment replacements?	accounting for	Yes	□ No
(	(1)	Do equipment and accessory times comply with departmental regulations?	N/A	☐ Yes	☐ No
(	(2)	Is there ample supply available?	14/1	☐ Yes	☐ No
(	(3)	Are spare tires available?	NIA	☐ Yes	□No
(	(4)	Is a battery charger available?	NIA	☐ Yes	☐ No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

#### AREA MANAGEMENT EVALUATION

CHP	453F	(Rev. 6-06) OPI 009			
	(5)	Is there security and an accurate inventory kept?	NIA	Yes	☐ No
i.	Wha	at arrangements have been made for servicing and repairing motorcycles?	NIA		
		2			
	(1)	Is it satisfactory and cost effective?	NIA	Yes	☐ No
	(2)	Does the maintenance program minimize officer and vehicle down time?	NIA	Yes	□ No
	(3)	How is repair work verified?	NIA		
	(4)	Do motorcycle officers have any restrictions on going to the motorcycle shop for repairs?	Nla	Yes	□ No
		(a) Is a supervisor's permission required?	N/A	Yes	□ No
		(b) Is there a SOP covering this aspect of motorcycle operation?	NIA	Yes	□ No
	(5)	If not ridden, how are motorcycles transported to vendors for repairs?	N/A		
	(6)	Does the Area have a motorcycle trailer?	NA	☐ Yes	☐ No
		(a) How often is it used?	NA		
		(b) If one is not available, has Area budgeted for one?	NIA	Yes	☐ No
j.	Are	vehicle files logically kept and up-to-date?	NA	Yes	□No
	(1)	Does a review of the CHP 33, Driver's Equipment Check, reveal excessive maintenance c	harges? N/A	Yes	☐ No
	(2)	Does the motorcycle supervisor review all motorcycle invoices?	NIA	Yes	□ No
	(3)	Is service up-do-date?	N/A	Yes	☐ No
,k.		daily inspections being done by the rider and monthly inspection by the supervisor, and the nthly Motorcycle inspection List, completed as required?	e CHP 184, <i>N/A</i>	Yes	□ No
	(1)	Are mechanical discrepancies recorded with the date noted and date corrected?	NIA	Yes	☐ No
	(2)	Are the forms filed for the life of the motorcycle?	NIA	☐ Yes	☐ No
l.	Utiliz Area	zing the CHP 184, Monthly Motorcycle Inspection List, and CHP 453F, Fleet Management, a motorcycles appear to meet all standards as far as cleanliness, condition, maintenance, s	as guides, do thupplies, etc.?	ne <i>N/A</i>	☐ No

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION	AREA Coalinga	DIVISION Central	NUMBER 495 6	
FLEET MANAGEMENT -CHP 453F (Rev. 6-06) OPI 009	EVALUATED BY Sergeant J. Hunt, 15778		DATE 05/12/2008	
INSTRUCTIONS: Indicate items reviewed by placing a form is used as a Correction Report, the "Correction" be individual items with "yes" or "no" answers, or fill in the t	ox should be initialed and	dated as deficiencies	s are corrected. Answer	

can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EV		ormal Evaluation	SUSPENSE DATE			
FOLLOW-UP		Correction Report	COMMANDER'S REVIEW	DATE	72	
☐ Yes	☑ No	BY	Dog		6/6/	6
1. AREA	ADMINISTRATION		EVALUATED Yes	ACTION REQUIRED	CORRECTED	
a. Is i	there a clear line of super	vision and accountability for the Ar	rea's fleet management?		☑ Yes	☐ No
(1)	is the Area commander	involved and informed?			☑ Yes	□ No
	(a) Does he/she monit	or invoices?		F.	☑ Yes	□ No
(2)	Who is authorized to ap	prove invoices? Area comman	nder and fleet supervisor	0		
b. Wh	at is the background expe	erience of the Automotive Technici	an (AT)? Coalinga A	rea Automotive Tech	nician (AT), Te	ггу Taylor,
has	overseen the Area's fleet	for 27 years.				A 18
(1)	Are sufficient instructions	s and training provided?			☑ Yes	□ No
(2)	Is he/she a qualified med	chanic at journey person level?			√ Yes	□ No
(3)	Does he/she attend train	ing on new model vehicles?			☑ Yes	□ No
(4)	Does the AT have good i	rapport with Area personnel and ve	endors?		✓ Yes	☐ No
(5)	Does the AT ensure vehi	cles are available at shift change?			☑ Yes	☐ No
(6)	Does the AT periodically	attend staff meetings?			☑ Yes	☐ No
(7)	Does the AT have ideas/s	suggestions for improving the prog	gram?		☑ Yes	☐ No
c. How	much maintenance work	is being done by the AT? All a	general maintenance and	l minor repairs are co	mpleted by the	AT.
				350011		
(1)	s he/she qualified to perf	orm maintenance and minor repair	rs?		√ Yes	☐ No
(	a) If these duties are no	t being performed, why not?		1.182	V-11-56-71- WAY	
	***************************************	W7545000 - 475407000 - 1 - 1 - 1				
d. What	other duties or responsib	oilities are placed on the AT?	AT enters monthly miles	age and fuel usage int	o the fleet man	agement
syste	m, Fleet Focus. The AT	also schedules all services, and co				
VEHICLE	USE		Yes	ACTION REQUIRED	CORRECTED	
a. How n	nany "E" Class vehicles a	are assigned to the Area? T	hirteen .	A	4-	
	X			1000000		

#### AREA MANAGEMENT EVALUATION

CHP.	453E	/Pay	6-06) OPI	000

-CHP 453F (Rev. 6-06) OPI 009		
(1) Is there an unmarked patrol vehicle assigned for the commander?	☑ Yes	☐ No
(2) If the number of vehicles assigned is in excess of the formula, what justification has been made?	had have a hour (A)	
b. Are there procedures in place to ensure there are sufficient vehicles available at the beginning of each shift?	☑ Yes	☐ No
(1) Are officers allowed to perform minor corrections in order to keep the vehicles on the road?	☑ Yes	☐ No
(a) Is there a supply of tools and minor equipment available?	☑ Yes	☐ No
c. What is the justification for any vehicle kept at employees homes after duty hours?	es keep vehic	les at their
homes when traveling to conduct state business, attend court or are placed on call-out status.		
d. Who does the commander allow to ride in vehicles?  Applicants who are in the Department's testing	process.	
(1) Do supervisors use the CHP 428, Release and Waiver of Liability?	☑ Yes	☐ No
(a) Is the CHP 428 kept for the appropriate period of time?	☑ Yes	☐ No
3. SERVICE ARRANGEMENTS EVALUATED Yes ACTION REQUIRED	CORRECTED	
a. What vendors are being used for servicing or repairing vehicles?  Gill Ford and Liberty Dodge are auth	orized dealers	and
perform warranty work. Bement's Auto and Billingsley Tire assist with alignments and tire service. (Continu	ied on supple	mental)
(1) Are they authorized dealers?	☑ Yes	☐ No
(2) What process was used in selecting a service vendor? Due to remote location and limited businesses s	everal vendor	s are the
only services available. When an option is available, cost and service is used for selecting service vendor	S.	
(3) What are the hourly rates being charged? Refer to supplemental.		
(a) Are discounts given on parts?	√ Yes	☐ No
(4) Has the command shopped for the most cost effective vendors?	☑ Yes	☐ No
(5) Does the Area constantly change vendors, or work out problems in order to maintain good long-term relationships?	☐ Yes	☑ No
(6) Does the AT adhere to policy in HPM 11.2, Materials Management Manual, when making purchases?	☑ Yes	□ No
b. If vehicle availability has been a problem, has Area experimented with weekend maintenance?	☐ Yes	☑ No
(1) What percentage of the fleet is needed on weekends? Approximately 60%		
(2) Are there shortages of vehicles on Mondays?	☐ Yes	☑ No
(3) If more than one AT, are their hours/days scheduled most effectively?	☐ Yes	☐ No
(a) Is overtime needed for maximum enforcement periods?	☐ Yes	☑ No
c. Are provisions adequate to ensure regular washing of vehicles?	✓ Yes	☐ No
(1) How are interiors cleaned? Area contracts with E&B Mobile Wash to wash vehicles twice a week, and	they also the	roughly
clean the vehicle's interiors once a week.		
At the state of th		

#### AREA MANAGEMENT EVALUATION

CHP 453F (Rev. 6-06) OPI 009		
(2) Is the Area's vehicle washing procedure practical and economical?	☑ Yes	☐ No
(a) Is excessive officer time used to wash vehicles?	☐ Yes	☑ No
(3) Is there more than one car wash facility available?	√ Yes	☐ No
(4) Are vehicles being excessively washed or detailed?	Yes	☑ No
(5) Does the Area have a maintenance worker or janitor wash cars?	☐ Yes	☑ No
(6) Is there any other program that can be of assistance in washing cars?	☐ Yes	☑ No
d. How do officers report defective equipment? Defects are documented on a defective automotive equipment	it report, compl	eted by
employees. The form is then emailed to the AT and fleet supervisor.		
(1) Who is authorized to declare a vehicle unsafe for patrol?  Any employee who uses a patrol vehicle.	le can delare the	e vehicle
unsafe for patrol.		
(a) Who determines when a vehicle is safe after repair or checking of defects? The Area's AT, at	fter a proper ins	pection.
(b) Does he/she sign off the report form and indicate what has been done?	☑ Yes	☐ No
(c) Is this system effective?	√ Yes	☐ No
(d) How long are records kept? Records are kept for the life of the vehicle plus 3 years.		
(e) Is there a system in place to check vehicles for defects after high speed pursuits?	Yes	☐ No
MILEAGE MANAGEMENT EVALUATED ACTION REQUIRED Yes	CORRECTED	
a. Does Area have a system to ensure equitable mileage accumulation on all vehicles?	☑ Yes	☐ No
(1) Are vehicles run out in the same order they are received?	☑ Yes	☐ No
(2) Is there an appropriate spread of odometer readings so that vehicles are run out at regular intervals?	☑ Yes	☐ No
(a) If not, can adjustments be made to accomplish this?	☐ Yes	☐ No
b. How are adjustments to mileage accomplished? See supplemental.		
(1) Do field supervisors and officers understand their responsibility in vehicle assignments?	✓ Yes	☐ No
(2) Does the AT understand what is required?	☑ Yes	☐ No
(3) Does the Area have a "personalized vehicle assignment" program?	☑ Yes	□ No
(a) If so, how does it effect mileage averaging? Vehicle assignment ensures vehicles are run-	out on a regula	ar basis and
in the order in which they were assigned to the Area.		
c. How does the Area project run outs? When vehicles reach 90,000 miles a run-out date is projected. This de	ate is then sent	to the Fleet
Operations Section on a CHP 57.		-0-1
(1) Is FOS provided 30-45 days advance notice?	√ Yes	☐ No

## DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

#### FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

(2) What has been the condition of vehicles returned to FOS? Vehicles returned to fleet operations have	re been in good c	condition.
(3) Are the right equipment options completed?	☑ Yes	☐ No
5. AUTOMOTIVE WORK AREA/EQUIPMENT EVALUATED Yes ACTION REQUIRED	CORRECTED	19
a. Is there adequate space and comfort in the AT office?	☑ Yes	□N₀
(1) Is the office arranged neatly, and are all bulletins and manuals current?	☑ Yes	□No
(2) Does the AT maintain a service and flat rate manual?	☑ Yes	☐ No
b. Is the space for working on vehicles adequate?	☑ Yes	□ No
(1) Is it clean and organized?	☑ Yes	□ No
c. Does the AT have the supply of tools listed in HPM 31.1, Fleet Operations Manual, Chapter 6?	☑ Yes	□ No
(1) Is there an inventory?	☑ Yes	□No
(a) When was it last checked?	☑ Yes	☐ No
(2) Are the tools located where they can be easily accessed by the AT when working on vehicles?	☑ Yes	□ No
(a) Are they clean and properly maintained?	☑ Yes	□ No
(b) Is there security for the tools when the AT is not present?	☑ Yes	□ No
(c) Who has access to the tools?	☑ Yes	□ No
d. Does the AT have the equipment necessary to perform all required tasks?	☑ Yes	☐ No
(1) If not, has it been budgeted for and/or ordered?	☑ Yes	☐ No
e. Is the equipment neat, clean and in good repair?	☑ Yes	☐ No
(1) Have replacements been planned and budgeted for?	☐ Yes	☑ No
f. Are there additional tools or items of equipment needed?	☐ Yes	☑ No
(1) Could the AT be more effective if they were available?	☐ Yes	☑ No
(2) Can they and/or have they been requisitioned or requested?	☐ Yes	. 🛭 No
5. TIRES, PARTS AND SUPPLIES EVALUATED Yes	CORRECTED	
a. Is the space provided for parts and supplies adequate?	☑ Yes	☐ No
(1) If not, can more space be provided?	☐ Yes	☐ No
(2) Is the space neatly and logically organized?	☑ Yes	☐ No
(3) Is there adequate security?	☑ Yes	☐ No
(4) Who has access to the parts/supplies? The Area commander, sergeants, AT and janitor have acce	ess to the parts.	
(5) Are batteries stored in a dry location, off the cement floor?	☑ Yes	☐ No
b. Are automotive parts and supplies inventoried and maintained in Fleet Focus (FF) as required?	☑ Yes	□ No

#### AREA MANAGEMENT EVALUATION

FLEET MANAGEMENT CHP 453F (Rev. 6-06) OPI 009	<del>,</del>	
c. Are reasonable numbers of parts/supplies stocked?	☑ Yes	☐ No
(1) Are there obsolete parts on hand?	Yes	☑ No
d. Does Area stock parts/supplies purchased by the Department, and provide them to the vendor for installation?	☑ Yes	□ No
e. Are adequate records maintained for tires, and are all tires accounted for?	☑ Yes	□ No
(1) Are tire requests properly documented and ordered through the Purchasing Services Unit of Business Services Section?	☑ Yes	□ No
(2) Are proper guidelines in place for record keeping?	☑ Yes	□ No
(a) Are records reviewed by management?	☑ Yes	☐ No
(3) Are tires properly safeguarded from theft or misuse?	☑ Yes	□ No
(a) How are tires stored? Tires are stored and secured in a storage room affixed to the Area office.		
*	41-25-2-21-4-11-11-2	3.
· (4) Is access to the tires restricted to the AT and his/her assistant or backup?	☑ Yes	☐ No
(5) Does Area provide motorcycle vendors with a stock of tires?	Yes	☑ No
(6) Does it appear tires are being replaced prematurely?	Yes	☑ No
(7) Are adequate records maintained for used tires?	☑ Yes	☐ No
(a) Is the disposition of used tires within policy?	☑ Yes	☐ No
f. How are old tires/batteries disposed of? Tires and batteries are disposed of by a contracted vendors.		
(#)		
(1) Is the Sale of Discarded Tires/Junk Batteries/Used Rotors (CHP 265) sent to prospective bidders?	Yes	☑ No
(2) Are either tires or batteries being traded to offset installation costs?	☐ Yes	☑ No
(3) Are the provisions of any tire or battery disposal contract being met?	☑ Yes	☐ No
g. Are Material Safety Data Sheets (MSDS) posted as required?	☑ Yes	☐ No
(1) Are all containers (other that the original) containing hazardous materials properly marked?	☑ Yes	☐ No
h. Has the quarterly count of parts, tires, accessories and supplies been conducted?	☑ Yes	☐ No
(1) Who conducted the count? The quarterly count of automotive supplies are conducted by the AT and flee	t supervisor.	
FUEL DISPENSING FACILITY  EVALUATED Yes  ACTION REQUIRED	CORRECTED	
a. Normally, is all fuel used by departmental personnel dispensed through the fuel facility at the command location?	☑ Yes	☐ No
(1) What procedures have been established for purchasing fuel from service stations in emergencies? Refe	r to suppleme	ental.
N CONTRACTOR OF THE CONTRACTOR		10

Self service shall be used at all times.

(a) Is self-service or full-service used?

#### AREA MANAGEMENT EVALUATION

CHP 453F (Rev. 6-06) OPI 009		
(2) Is there a written policy, and is it complied with?	☑ Yes	☐ No
b. Is the fuel island clean and neat?		☐ No
(1) Does it need repair or painting?	☐ Yes	☑ No
(2) Are fuel, water and air hoses in good repair?	Yes	☑ No
(3) Is the break-away coupler installed?	Yes	☑ No
(4) Is the "Emergency Shut-Off Valve" plainly visible from the pumps?	✓ Yes	□ No
(5) Is there a clean oil storage rack?	☑ Yes	☐ No
(6) Is the lighting adequate?	√ Yes	☐ No
(7) Is there at least one fire extinguisher of the proper type available, and is it fully charged?	☑ Yes	☐ No
(8) Have problems been reported to Facilities Section?	☑ Yes	☐ No
c. Is there an adequate amount of supplies available to officers?	☑ Yes	☐ No
d. Who fuels the vehicles? All drivers are responsible for refueling the vehicles they use.	12	
(1) Are fluids and tires checked during fueling?	☑ Yes	☐ No
e. Is the gasoline storage tank tested for possible leaks and are gasoline meters calibrated every 12 to 18 months as required?	☑ Yes	☐ No
(1) Are pump meters and the storage tank properly safeguarded?	☑ Yes	☐ No
(2) Who has access to the keys to lock the meters and the storage tank? The AT and Area sergeants have	ve access to the k	key for the
lock on the meter and storage tank.		
(3) Is gasoline measured before and after deliveries?	☑ Yes	☐ No
f. What method is used to log fuel and oil used in individual vehicles?  All gas and oil used is logged on a	CHP 33 and on	the daily
fuel log located at the gas pump, by the employees.		
(1) Are records maintained as required?	☑ Yes	☐ No
(2) What is done to reconcile differences of more than 2-3 gallons daily? Daily fuel logs are don	uble checked and	d compared
to the CHP 33 forms entries.	ė.	
g. Does the physical inventory reasonably balance with the metered inventory each month?	☑ Yes	☐ No
(1) When was the pump meter last checked for accuracy? The pump meter was last checked for accuracy?	curacy in June 2	2007.
2		
h. Is there a contract for fuel?	✓ Yes	□ No
(1) How often is the fuel supply replenished? Approximately every 2 months.		
(2) At what level is it refilled? Gas is ordered when level is at 1200 gallons.		
i. How does the Area secure the fuel pumps when they are not in use? Pumps are in a gated area a	and pad locks are	e also used.
(1) Is the system adequate?	☑ Yes	☐ No
(2) Is it utilized by all personnel?	✓ Yes	☐ No

#### AREA MANAGEMENT EVALUATION

#### FLEET MANAGEMENT

CHP 453F (Rev. 6-06) OPI 009

8. SAFETY EVALUATED ACTION REQUIRED	CORRECTED	
a. Does the Area conduct an inspection of the facility twice each year to detect safety hazards?	l ☑ Yes	
(1) Are the AT's work areas inspected?	✓ Yes	□ No
b. Are there possible unsafe conditions within the AT's work areas?	Yes	✓ No
(1) Is the shop floor clean and free of any spills?	√ Yes	☐ No
(2) Are electrical cords or hoses posing a hazard?	Yes	☑ No
(3) Are fire extinguishers charged, inspected and of the proper type?	✓ Yes	☐ No
(4) Are any batteries leaking or stored improperly?	☐ Yes	☑ No
(5) Are there loose items on the floor?	Yes	☑ No
(6) Is the bench grinder firmly affixed, and are there safety glasses available?	☑ Yes	☐ No
(a) Are they worn by the AT?	√ Yes	□ No
(7) Is the battery charger in a safe place?	☑ Yes	□ No
(8) Are masks available for AT's to wear when servicing brakes?	√ Yes	□ No
(a) If yes, are they worn?	☑ Yes	□ No
(9) Are jack stands properly utilized?	☑ Yes	☐ No
c. What is the Area occupational safety record as it relates to fleet management? The Area maintains a very	y good safety rec	ord, and
there has been no occupational injury associated with fleet management in recent years.		
(1) Have any injuries been prevented with an improved safety awareness program?	☑ Yes	□ No
VEHICLE RECORDS AND MAINTENANCE Yes EVALUATED YES	CORRECTED	
a. Are fleet records logically filed?	√ Yes	☐ No
(1) Are they conveniently located and available to the AT and supervisor?	☑ Yes	☐ No
(2) Do files contain all required documents?	✓ Yes	☐ No
(a) If documents are not in files, where are they located?		
b. Do the Fleet Focus (FF) documents comply with the instructions in HPM 31.1, Fleet Operations Manual?	Yes 	No
(1) Are documents legible and complete?	✓ Yes	☐ No
(2) Who reviews the FF reports? Area fleet supervisor and the AT.		
(3) How is the information used in Area's fleet administration? To monitor any increase in cos	t of operations o	lue to driver
misuse.		
c. Is the CHP 424 current?	✓ Yes	□ No
(1) Does the CHP 424 reveal any unusual repair patterns or duplicate services?	Yes	☑ No

AREA MANAGEMENT EVALUATION FLEET MANAGEMENT CHP 453F (Rev. 6-06) OPI 009 √ Yes ☐ No (2) Have required services been done at the proper mileage? √ Yes ☐ No d. Is the Area using the most effective and economical method of repairing/maintaining the fleet? √ Yes □ No (1) Are hourly rates in line with prevailing rates? √ Yes ☐ No Does the AT refer to manuals for invoice cost information? Yes ☑ No Is work being done by vendors that should be done by the AT? No No ☐ Yes (4) Are there any warranty problems? ☐ Yes □ No (a) If so, are they being resolved? ☐ Yes ☑ No (5) Is the credit card being used in lieu of an invoice? ✓ Yes □ No (6) Does the commander or his/her designee review and/or approve invoices? Area commander or fleet supervision (a) If so, is there a threshold limit, and how is the approval indicated on the invoice? reveiws and approves invoices over \$500. Invoices under \$500 are reveiwed and approved by the AT. ✓ Yes ☐ No e. Do invoices indicate parts are being supplied by the CHP? √ Yes □ No (1) If parts are on invoices, does the vendor give a discount? √ Yes ☐ No f. Are fleet operations bulletins maintained and accessible to the AT? CORRECTED EVALUATED ACTION REQUIRED 10. CONDITION OF THE FLEET Yes ☐ Yes V No a. Using a CHP 33E, Vehicle Inspection Checklist, as a guide, are there any patterns or problems identified? Yes √ No (1) Have any unauthorized modifications been made on vehicles? CORRECTED EVALUATED ACTION REQUIRED 11. MOTORCYCLES N/A ☐ Yes ☐ No a. Is the Area commander involved and kept informed of motorcycle deployment, needs, problems, etc.? ☐ Yes ☐ No (1) Are the program objectives clearly understood by the commander and supervisors? ☐ Yes ☐ No (2) Does the Area have an up-to-date SOP relating to motorcycle operations? ☐ Yes ☐ No b. Are motorcycles being deployed in conformance with departmental policy and Fleet Operations Bulletins? ☐ Yes ☐ No (1) Are motorcycles being used on beats with predominantly high speed problems? Yes . No Are motorcycles used for special duty officer transportation? Yes ☐ No (3) Are motorcycles parked at the Area office during vacations and extended days off? ☐ Yes ☐ No c. Are Fleet Operations Bulletins pertaining to motorcycles filed together? (1) What system is in place to verify understanding and compliance?

☐ No

☐ Yes

(2) Are Bulletins discussed with riders?

d. What type of active safety program does the Area have?

#### AREA MANAGEMENT EVALUATION SUPPLEMENT

CHP 454 (Rev. 5-06) OPI 009

SUBJECT: Fleet Management	DATE: 05/12/2008
SECTIONS	COMMENTS
3a	Matt's Quick Lube is available to assist with oil and transmission services, plus smog testing.
	All-American Glass repairs amd replaces all automotive glass.
3a (3)	Gill Ford and Liberty Dodge charge \$90 per hour, Matt's Quick Lube charges \$80 per hour, Beme
	Auto charges \$60 per hour, Billingsley Tire charges \$70 per hour and All-American Glass charge
	\$60 per hour.
3a (5)	Area has a very good working relationship with all local vendors.
3c (3)	Chevron Gas Station car wash.
4ь	Mileage is taken twice a week. Vehicles with low mileage are rotated to the top of the Area's car
	assignment board. When an assigned car is unavailable, the officer takes the next vehicle in orde
	of needed mileage from the vehicle assignment board.
7a (1)	Each vehicle has a credit card for emergency fuel purchases. The Area has a M.O.U. with the local
	Cal-Trans office to purchase fuel in a large scale emergency situation.
- We have a	
7	
9-1-1-1-1	
4	2.